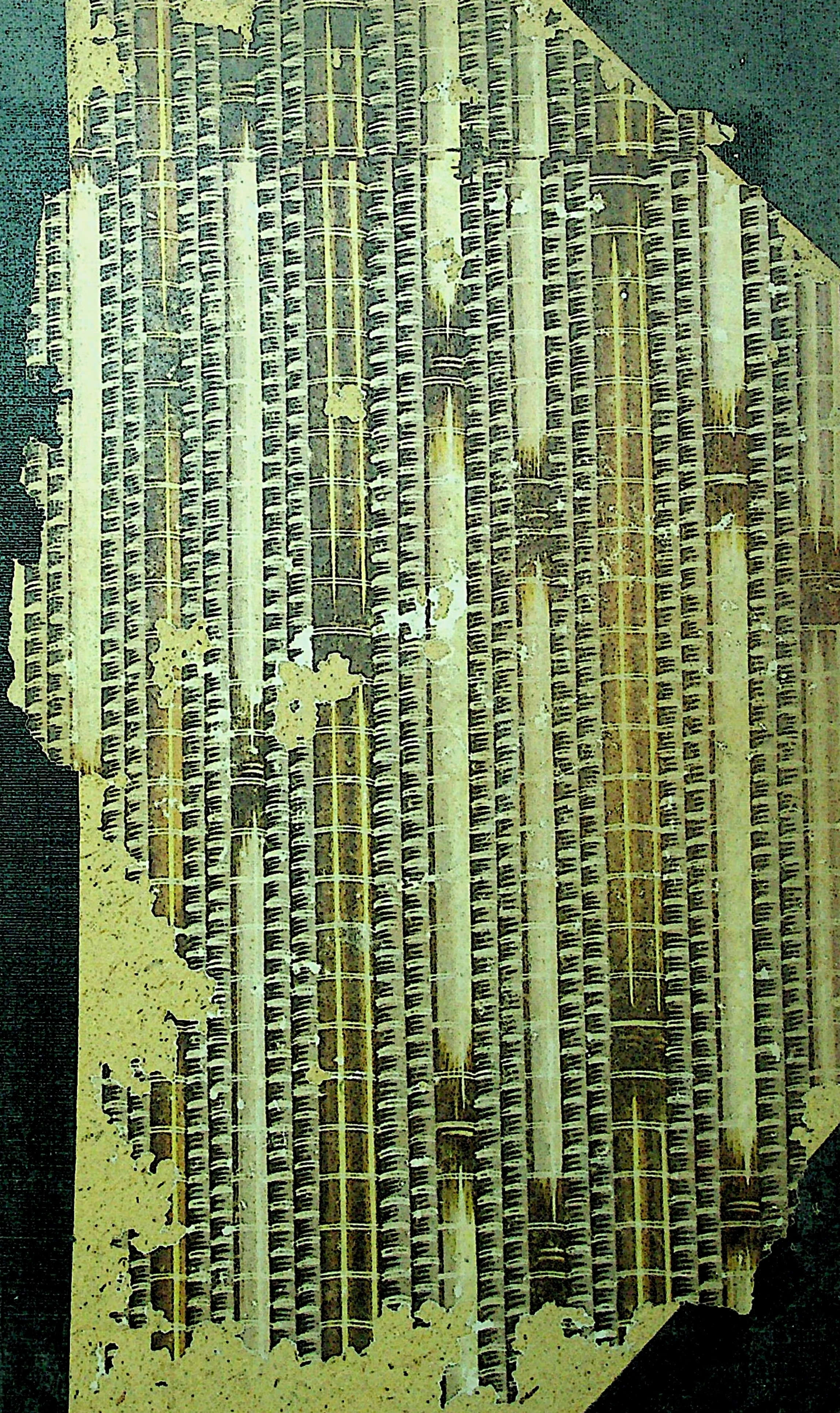


THE MADHYA PRADESH EDUCATION CODE

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GOVERNMENT OF MADHYA PRADESH
EDUCATION DEPARTMENT



Unified Grant-in-Aid Rules

FOR

Non Government Educational Institutions

IN

Madhya Pradesh

BHOPAL
GOVERNMENT CENTRAL PRESS
1961

[Price—15 n.P.]

UNIFIED GRANT-IN-AID RULES FOR NON-GOVERNMENT EDUCATIONAL INSTITUTIONS IN MADHYA PRADESH

(*Approved by State Government,* vide *Education Department memo No.* 11822-4633-*XX*-2-58, *dated the 27th July* 1960—*Sravan* 5, 1882

With the object of extending, expanding and improving education, a sum of money is annually set apart from State Funds to be expended as Grant-in-aid for schools and other educational institutions under Non-Government management.

(1) **Short Title.**—These Rules may be called "The Unified Rules for Grant-in-aid to Non-Government Educational Institutions in Madhya Pradesh" and shall come into effect from the 1st April 1960.

(2) These rules supersede all grant-in-aid Rules and orders relating to grants to Non-Government Educational Instituitions existing in the four integrating units.

(3) Grants from this provision will be given to Non-Government Educational Institutions which impart sound secular, instruction, subject to the specified conditions and with due consideration of the actual requirements of each institution and of the funds available.

General Conditions for the Grant

(4) No grant-in-aid can be claimed by any institution as a matter of right. No payment of grant-in-aid shall be made except to an institution which has been in continuous existence for at least one year prior to the date of application and has secured departmental. recognition and also recognition from the Secondary/Technical Board or University concerned wherever necessary.

(5) The grants shall be of three kinds, *viz* :—

(i) Maintenance Grant;
(ii) Building Grant; and
(iii) Equipment Grant.

(i) Maintenance Grant is a recurring grant sanctioned for running of an educational institution. It will be sanctioned for a year at time and shall be payable in half yearly instalments. An assessed grant will hold good for three years including the year in which it is assessed. It will not be increased during this period even if the expenditure of the institution has increased, excepting cases, where the increase has been the result of expansion effected with the previous approval of competent authority. The grant will be reassessed after three years on the basis of expenditure of the institution in the preceding three years.

(ii) Building grant is a Non-recurring grant sanctioned to a recognised educational instituion for erecting, purchasing, enlarging or remodelling of buildings, premises, hostels, teachers quarters and for the provision of play grounds, gymnasia, workshops and laboratories.

(iii) Equipment grant is a Non-recurring grant sanctioned to a recognised educational institution including a college, school, hostel and library, for the purchase of equipment and furniture which

will include appliances, books, maps, charts and audio-visual apparatuses and such other articles as may be deemed necessary by the Department.

(6) The Governing Body of every Government aided institution shall, unless exempted by a special or general order of the State Government, be recognised under the Societies Registration Act XXI of 1860.

(7) Every Government aided institution shall be liable to be inspected by inspectorial staff of the Education Department at least once in each financial year for the purpose of ascertaining its suitability for the award of the grant-in-aid and for verifying as to whether previous grants, if any, have been properly utilised.

(8) The accounts of the institutions will be open to audit by any agency authorised by the Education Department.

(9) The accounts of the institutions receiving grants in excess of Rs. 10,0[illegible] per annum (recurring) and Rs. 50,000 (non-recurring) will also be open to test check by the Examiner, Local Fund Accounts, Madhya Pradesh at his discretion.

(10) No grant whatsoever shall be paid towards expenditure on any denominational or sectarian instruction.

(11) No grant shall be made to any school or educational institution or section thereof which the department may find to be unnecessary or unsuited to requirements of the locality.

(12) No grant shall be sanctioned to any school or educational institution the income of which from all sources is sufficient in the opinion of the department to maintain it in efficiency without any Government grant.

(13) Maintenance grant shall be paid in two half yearly instalments. The first instalment of the Maintenance grant for the existing institutions will be released in May every year. This instalment shall be equal to 50 per cent of the previous year's sanctioned grant provided the sanctioning authority is satisfied that the institution is actually functioning. The second instalment will be released in November every year and shall be equal to the admissible grant for the year minus the amount of the first instalment already paid and such deductions on account of excess grants, if any, paid in previous year as revealed by the financial statement of the institution, as may be found necessary.

(14) In the case of new educational institutions, first instalment of maintenance grant which will be equal to 50 per cent of the grant determined for year will be released in September. The second instalment which will represent the balance of the admissible grant for the year will be released in March of the following year.

(15) Building and Equipment grants will not ordinarily be paid in advance. In exceptional cases, however, grants may be released:—

(*a*) on the basis of actual expenditure on the construction of building or the purchase of equipment, as the case may be, even though such expenditure may fall short of the total expenditure proposed to be incurred; or

(*b*) on deposit being made by the agency sponsoring the institution of its share of the total expenditure proposed to be incurred on the construction of the building or on the purchase of equipment as the case may be.

(16) The Governing Body of every aided institution shall appoint a Secretary to correspond with the Department whose name and address will be registered in the office of the authority competent to countersign the grant-in-aid bill.

(17) The scales of pay of the Head of the Institution, the teaching staff, clerical staff and other class IV servants in educational institutions which are in receipt of Government grant shall be in accordance with those sanctioned for the corresponding categories of employees in Government educational institutions. No salary in excess of what is actually received by the members of the staff shall be allowed to be included in the admissible expenditure on which grant is paid.

(18) The management shall not terminate the services or reduce the pay of any teacher appointed on any written contract without holding full enquiry into the charges against him.

(19) No part of the emoluments of any member of the staff of an aided educational institution or his General Provident Fund shall be used by any school for purposes of running the institution.

(20) The teachers appointed shall, as far as possible, be trained ones and shall bear satisfactory character and conduct.

(21) The managements of the aided institutions shall reserve 15 per cent posts for Scheduled Castes candidates and 18 per cent posts for Scheduled Tribes candidates for the appointment of teachers under them. If the percentage mentioned above cannot be reached in any particular year, the deficiency should be made up by the appintment of candidates of categories other than Scheduled Castes and Scheduled Tribes. The management will, however, have to satisfy the inspecting officer that all possible efforts were made to secure Scheduled Castes and Scheduled Tribes candidates to fill the prescribed quota of appointments.

(22) Whenever an institution to which grant-in-aid has been sanctioned, ceases to satisfy the department on any of the points specified above, the department shall give a formal warning to the management of the institution that unless defects to which attention is being drawn, are rectified within a specified time, the grant will be liable to reduction or withdrawal. In case the warning remains unheeded, the sanctioning authority may order the grant to be reduced or withdrawn.

(23) No claim for grant shall be admitted for upgrading or starting additional sections without the approval of the authority competent to sanction the grant.

(24) The State Government may, by a special or general order, exempt any institution from the operation of these rules and allow them grant on an *ad hoc* or any other special basis.

Procedure for Application

(25) The manager of an institution desiring aid shall send to the Inspecting Authority concerned before the 1st of May, an application along with the financial statement relating to the previous financial year in the prescribed forms (Appendix I to IV).

(26) The inspecting authority shall deal with the application himself if he is competent, or forward it to the appropriate sanctioning authority through proper channel, with his scrutiny and definite recommendations.

(27) Cases requiring sanction of Government should reach the Administrativ Department with scrutiny and recommendations by the 1st of June at the lates

(28) The inspecting authority may ask for any additional information or ord reduction in grant in cases falling within its own powers. The Managers sha however, have a right of appeal to the Head of the Department again the decision of the inspecting authority within 30 days of the order.

Powers to Sanction Maintenance Grant-in-aid

(29) The following officers are empowered to sanction grants as noted below

		Amount
1.	District Inspectors of Schools/District Inspectresses of Schools.	Up to Rs. 2,500 in each ca
2.	Regional Deputy Director or Divisional Inspecting Authority or Divisional Superintendent of Education or Inspectresses of Schools.	Up to Rs. 5,000 in each ca
3.	Head of Department	..Up to Rs. 10,000 in each c
4.	Administrative Department	.. Up to Rs. 25,000 in each c
5.	Government in Education Department in consultation with Finance Department.	Above Rs. 25,000 in ea case.

(30) The powers to sanction recurring grants shall be subject to the con tion that the budget allotment for grant -in-aid is not exceeded except with sanction of the Government.

Maintenance Grant

(31) The annual grant-in-aid for boys' as well as girls' Primary, Mid Schools, High Schools, Higher Secondary Schools, Multipurpose Schools and ot type of Secondary Institutions, Collegiate and Technical Institutions, shall paid at the rate of 75 percent of the gross admissible expenditure or the net deficit, whichever is less, except that in case of Primary Schools under t control and management of local bodies and Janpada Sabhas, existing rates of gr shall continue until modified by Government.

(32) The income of the school is held to be the total amount derived from f subscriptions, and endowments and grants from local Bodies or Authoriti but does not include any grant paid from State Funds.

(33) The following expenditure will be admitted for maintenance grant :

1. Establishment pay, dearness allowance and Provident Fund con bution of admissible staff.

2. The maximum teaching staff and other servants admissible for appro expenditure for a high school will be as below:—

(i) Principal, Headmaster or Headmistress.
(ii) One class teacher for every class or section.

(iii) (*a*) One Language Teacher;

(*b*) One Science Teacher;

(*c*) One Physical Instructor and one Drawing Teacher;

(*d*) One Clerk, one Librarian, one Laboratory Attendent and one Chaukidar, two peons and one Farrash.

Special teachers and other staff appointed for instruction in special subjects *e.g.*, Hygiene, Botany, Agriculture, Music, Commerce and Crafts shall be admitted for grant-in-aid.

(iv) (*a*) For a large High school consisting of more than 12 sections but not more than 18 sections the following addtional staff may be admitted :—

(1) Science Teacher	1
(2) Language Teacher	1
(3) Physical Instructor	1
(4) Drawing Teacher	1
(5) Clerk ..	1
(6) Laboratory Attendent	1
(7) Peon ..	1

(*b*) For every 6 additional sections, additional staff on the above scale may be employed, provided that the sanctioning authority is satisfied that such or part of such additional staff is essential for efficient instruction in the school.

3. ***Contingencies.***—The rates of contingencies admitted for grants shall be Rs. 150 for each middle school section and Rs. 250 for each high school section per annum.

Contingencies shall include.—

(*a*) Rent, Rates and Taxes;

(*b*) Printing of forms and school prospectus;

(*c*) Electricity charges;

(*d*) Liveries ;

(*e*) News Papers and periodical for teachers

(*f*) Telephone rental ;

(*g*) Current Laboratory expenses;

(*h*) Current repairs to furniture;

(*i*) Expenditure on T. A. of teachers for attendence at seminars and educational conferences;

(*j*) A maximum of 2 per cent of actual cost of construction of the buildings towards the depreciations and maintenance fund;

(*k*) Medical Inspection;

(*l*) Any other item specially approved by the Education Department, for the purpose of this rule.

4. For a Primary School following maximum teaching and other staff will be admissible for approved expenditure :—

(*a*) One teacher for 45 students;

(*b*) One peon or one conductress;

(*c*) One additional peon or conductress and separate headmaster f schools with an enrolment exceeding 400.

5. The maximum admissible contingencies for a Primary School w be Rs. 100/ per annum and will include —

(i) Rates, Rents or Taxes;

(ii) Contingent expenditure on books, Maps, Stationery, repairs of buil ings, furniture, sanitation;

(iii) Current Laboratory, Craft and other material used for Instructio

(iv) Expenditure on staff paid from contingencies;

(v) Expenditure on games and sports.

6. For an Educational Institution other than High School and Prima School , staff pattern and maximum contingencies admissible f purpose of grant-in-aid will be as may be prescribed by Governme from time to time.

7. The emoluments paid to teachers under training and those to th substitutes shall be admitted for grant-in-aid.

Maintenance grant for special institutions

(34) Grant-in-aid to all types of special institutions, like Pre-Primary Scho Balak Mandirs, Teachers Training Institutions, Music and Art Institutions, In tutions for study of Sanskrit and Oriental Languages, Institutions for Blind a Deaf and such other institutions as are recognised as special institutions by Gove ment, for purposes of this rule, shall receive grant-in-aid at the rate of 75 per c of the admissible expenditure, or the total net deficit whichever is less. Items a extent of admissible expenditure will be as may be laid by Government from ti to time.

Building Grant

(35) Grant will be admissible to recognised educational institutions in of erecting, purchasing enlarging or remodelling buildings, premises, hostel, t chers quarters and for the provision of play grounds, gymnasia, workshops a laboratories.

(36) The maximum building grant shall be as follows :—

(*a*) For institutions in urban areas the building grants shall be one th of the total expenditure.

Note.—Urban areas for the purpose of this rule shall be towns having population of 10,000 or more according to the latest census.

(*b*) The building grant for the following types of institutions shall be 50 per cent of the total expenditure :—

(i) For institutions in rural areas;

Note.—Rural areas for the purpose of this rule shall be town or villa having a population of less than 10,000 according to the latest cens

(ii) Girls Institutions.

(iii) Special Institutions defined under rule 34.

(iv) For buildings directly necessary for the efficient teaching of Science and Technical subjects (excluding Domestic Science and Physiology, Hygiene) *viz.* Laboratories, Workshops and Science Lecture theatres.

(37) All applications for building grants shall be made in the prescribed form, as shown at Appendix III, to the inspecting authority and must invariably be accompanied by full plans and estimates which must be signed by the person who has drawn them up and by the Manager of the Governing Body of the institution.

(38) he inspecting authority will scrutinise the Plans and estimates in consultation with the P. W. D. authorities and will submit the same for approval to Government through proper channel. The manager of the institution concerned shall carry out such alterations as is considered necessary by the Government before the grant is sanctioned.

(39) Before a building grant is sanctioned, the manager must satisfy the sanctioning authority —(i) of their ability to defray the share of the expenditure falling on them, (ii) that the building intended will be devoted strictly to educational purposes and , (iii) that their title to the site on which the building is to be erected, is genuine and without encumbrances.

(40) When the work is completed, the management shall furnish a certificate from an Officer of the State P. W. D. not below the rank of an Executive Engineer as to the actual cost of construction. The certificate shall also state if the work has been carried out in accordance with the approved plans and estimates.

(41) If the building or the land for which the grant has been made is diverted to any purpose other than that approved by the sanctioning authority, the manager of the institution shall be liable to refund the whole amount of the grant or such proportion thereof as may be determined by the sanctioning authority whose decision on the point will be final and binding.

(42) For buildings already started or completed before these rules come into force, the inspecting officer should satisfy himself that the building will serve the purpose of an educational institution and the Executive Engineer will certify its cost and soundness.

(43) The manager of an institution to which building grant is paid, shall execute an agreement as prescribed in Appendix V.

Equipment Grant

(44) Equipment grants may be made to the manager of recognised Educational Institution for purposes mentioned in rule 5 sub-rule (3). The maximum limit of such grants will be 50 per cent of actual expenditure on those items except in the case of science laboratory fittings in respect of Physics, Chemistry (except Chemicals), Biology, Agriculture and Technical subjects, workshop, Gas Plants and its installation the rate of equipment grants shall be 75 per cent of the expenditure.

(45) Grants for equipment shall be sanctioned by Government and payable only on the production of vouchers together with a certficate that the items of expenditure have been approved by the competent authority.

G. V. BERNARD,
Deputy Secy. to Govt., Madhya Pradesh,
Education Department.

APPENDIX I

Form of Application for Grant-in-aid (Rule 25)

Name of School.

Grade of School.

Governing Body.

Staff			
Name of teacher.	Qualification.	Salary Rs.	Average enrolment during the months preceding date of applic tion. Average daily attendance for months preceding date of application

Rate of fee in each class

Class	Rs.	nP.
Total ..		

(Annual) Income and Expenditure (during the preceding year)—

Income	Rs.	nP.	Expenditure	Rs.	n
1. Fees excluding boarding charges from.......... to..........			1. Teaching staff.		
2. Endowments.			2. Clerks & Servants.		
3. Subscriptions, donations and grants (attach full details).			3. Rent and Taxes.		
			4. Contingencies.		
Total ..			Total ..		

....

Correspondent.

Contd—

Estimated Income and Expenditure for each year of ensuing triennium

Receipt	Amount	Expenditure	Amount
	Rs. nP.		Rs. nP.
Income from endowments.		Expenditure on—	
		1. Teaching Staff ..	
Subscriptions and donations.		2. Clerks and Servants.	
Estmiated receipts by fees—		3. Rents	
(a) Ordinary ..		4. Taxes	
(b) Special ..			
		5. Contingencies ..	
Miscellaneous Receipts			
Total ..		Total ..	

Declaration

On behalf of the management of the school, I hereby declare that the condi- ons of recognition and aid laid down in the Education Manual and Rules for rant-in-aid are being, and will continue to be, fully, observed and that I am pre- red to subject the institution with its current endowment and trust accounts, establishment, time-tables and registers to inspection and to furnish such returns may be required by the department.

(*Signature*).............

ation.................. *Correspondent.*

ate..............19

APPENDIX II

Financial Statement for the year 19 (Rule 25)

....*School*,..................

Receipt	Rs. nP.	Expenditure	Rs. nP.
		Expenditure on —	
A. 1. Actual income from tuition fees.		1. Teaching staff	
2. Income from endowments.		2. Clerks and Servants	
3. Subscriptions and donations.		3. Rents, taxes & insurance	
4. Other sources (to be specified, *e.g.* mission Railway of Municipal grants).		4. Contingencies (Details of above items to be attached in separate statement).	
Total ..		Total ..	
B. 5. Grants-in-aid—		5. Building ..	
(a) Annual Maintenance.			
(b) Buildings ..		6. Furniture & Apparatus.	
(c) Special ..		7. Books	
(d) Other heads (to be specified).		8. Other heads (to be specified).	
Total ..		Total ..	
Grand Total ..			
C. Reserve fund— Opening balance Closing balance		Transferred to Reserve Fund.	

Certificate

On behalf of the Governing Body, I hereby certify that the above stateme[nt] is correct, that the expenditure has been incurred, and that no part of the expend[i]ture under items 1-4 relates to objects for which a separate grant is sanctionable.

Station..................

Date.............19

....

Correspondent.

APPENDIX III

Form of Application for Building Grant (Rules 25 & 37)

Name of institution..

Governing Body..

Object of the Grant..

Source and amount of the proposed actual expenditure.—

Source	Amount	Building Grant previously drawn by the institution.
		Year, Amount, No. and date of sanctioning order.
1. Endowments ..		
2. Subscription ..		
3. Other Sources ..		
4. Grant now applied for		
Total ..		

Certified—

1. The title to the site is good and the management are prepared to execute a trust-deed in accordance with Appendix V.
2. The Governing Body is able to defray the share of the above expenditure for which the managers are responsible.
3. The plans, estimates and specifications are sent herewith.

Station................

Date............19 ,

....
Correspondent.

APPENDIX IV

Form of Application for Equipment Grant (Rule 25 & 44)

Name of Institution..

Grade..

Amount of grant applied for...

Total cost of proposed Equipment...

Amount and date of any .ecial grant previously drawn....................

Remarks—

Station..............

Date..........19

....

Correspondent.

Endorsement of In.pecting Officer

Note.—A detailed list showing the cost of each article of equipment and the number of articles must be attached to this application.

APPENDIX V

(Rule 43)

Indenture

This Indenture made the........ day of ......19....between Managers of the School .... at .... of the one part and the Governor of Madhya Pradesh acting through the Director of Public Instruction, Madhya Pradesh of the other part whereas the said..............have applied for a Government grant-in-aid of Rs. .... for a house and premises situated at .... and bounded on the north by etc., (here give full description so as to indentify the house and premises) to be used for the said school and which amount the said Governor of Madhya Pradesh acting through the said Director has agreed to give subject to the Government grant-in-aid Rules and conditions.

Now this Indenture witnesseth that in consideration of the said sum of Rs. .... duly received by the said .... for the said purpose, the ....said .... for themselves and their successors and representatives in office of title agree and bind themselves as follows :—

(*a*) That the said grant has been made and accepted subject to all the conditions of the Government grant-in-aid Rules now in force or which may here after be brought into force in substitution or modification thereof.

(*b*) That if the aforesaid house and premises shall at any time hereafter be diverted to any purpose other than that of the school for which the grant was sanctioned or if the said school shall cease to be open to inspection by Educational Officers of Government or to be maintained in a state of efficiency adjudged reasonable by the Director of Public Instruction, Madhya Pradesh or if the conduct of the school regarding political matters be considered by the Director of Public Instruction to be such as to be prejudicial to the interests of the students attending it the Governor of Madhya Pradesh shall have the absolute right in preference to any other intending purchaser of purchasing if he so desires the said house and premises at a valuation to be fixed by arbitration as hereinafter provided after deducting from it such proportion of the grant hereby made as shall equal the proportion of which such valuation may bear to the original cost of the said house and premises.

That one arbitrator shall be appointed by Government and an other by the said .... and the arbitrators shall if they disagree appoint an umpire and that their decision or of the umpire as to the valuation shall be final and binding upon both parties.

And it is further agreed that as security for the said sum of Rs.........the said house and premises shall remain mortgaged by way of simple mortgage with the said Governor of Madhya Pradesh and in the event of the said Governor of Madhya Pradesh deciding not to purchase the said house and premises in pursuance of clause (*b*) aforesaid he shall on the happening of any of the event therein specified have the right in the event of the said .... or their successors and representatives in office or title for the time being failing to pay back on demand by the Director of Public Instruction, Madhya Pradesh, the said sum of Rs.,....... to

cause the said house and premises hereby mortgaged to be sold and the proc
applied so far as may be in payment of the said sum of Rs. .... in accorda
with the provisions of the Transfer of Property Act, 1882.

Affix their hands.

In witnesss thereof—

Witnesses—

1. ....

2. ....

NOTE.—The document must be attested by at least two witnesses and th must see all the executants put their signatures to the document. Ev one of them must be made to add a note after their attestation t this has been done thus "Signed in my presence by......... w are personally known to me".

Note for Registering Officers—All indentures by way of mortgage executed managers of aided institutions in consideration of building grants recei from Government are exempt from stamp duty and registration fees under Madhya Pradesh Government separate Revenue and Registration Departm Notifications Nos. 822/470/VIII, dated the 16th September 1941 and 258/60/ dated the 20th April 1943, respectively.

GCPB—1251—ED—6-1-61—5,000.

भाग ४ ग

अन्तिम नियम

कार्यालय, माध्यमिक शिक्षा मंडल, मध्यप्रदेश, भोपाल

Bhopal, the 17th April 1967—Vishakha 27, 1889.

REGULATIONS OF THE BOARD OF SECONDARY EDUCATION MADHYA PRADESH, BHOPAL

No. ACD/I/22-2-67.—In exercise of the power conferred by sub-section (1) of section 28 of the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965), the Regulations of the Board of Secondary Education, Madhya Pradesh are published for information of all concerned. These regulations have been approved by in the State Government *vide* Memo No. 712/4485/ XX-2, dated 8th December 1966.

CHAPTER I—PRELIMINARY

1. These Regulation may be called the Board of Secondary Education, Madhya Pradesh Regulations, 1965.

2. In these Regulations unless the context otherwise requires—

(1) Adhiniyam means "The Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965".

(2) "Board" means the Board of Secondary Education, Madhya Pradesh established under section 3.

(3) "Divisional Board" means the divisional Board established for the Revenue Commissioner's Division under section 20.

(4) "Chairman" means the Chairman of the Board Secondary Education, Madhya Pradesh.

(5) "Divisional Chairman" means the Chairman of the Divisonal Board.

(6) "College" means an educational institution preparing candidates for the Higher Secondary 'B' courses, Teachers Training Certification Examination, Physical Training Teachers Examination,, or, such other examination of the Board and recognised by the Board for such a purpose.

(7) "Committee" means a Committee constituted by the Board under section 24 of the Act or under any of the provision of these regulations.

(8) "Department" means the Department of Public Instruction, Madhya Pradesh.

(9) 'Director" means the Director of Public Instruction, Madhya Pradesh.

(10) "Guardian" means the natural or legal guardian, or a person approved by the Head of the institution concerned as the guardian of a student for the purposes of these regulations

(11) "Head Master" means the Head of a High School recognised by the Board.

(12) "High School", means an educational institution which is not a colle preparing candidates for the High School Examination of the Board a recognised by the Board for such a purpose.

(13) "Higher Secondary School" means an educational institution prepari candidate for a Higher Secondary School Certificate Examination of t Board and recognised by the Board for such a purpose.

(14) "Multipurpose Higher Secondary School" means an educatio institution preparing candidate for the Higher Secondary Sch Certificate Examination of the Board and recognised by the Bo as a Multipurpose Higher Secondary School under its bye-laws

(15) "Principal" means the Head of a College or a Higher Secondary School o Multipurpose Higher Secondary School recognised by the Board

(16) "Private Candidate" means a person seeking admission to an exami tion for which regular attendance at a recognised institution prescribed, without putting in the requisite amount of attenda or a person who has enrolled for regular guidance in the Corresp dence Courses started by the Board.

(17) "Recognised Institution" means an institution recoginsed by the Board admsision to its privileges.

(18) "Regular Course of a study" means a course of study prescribed by Board.

(19) "Scholar's Register" means the register containing the record scholar's progress kept by the institution to which he belongs, in from approved by the Board.

(20) "Secretary" means the Secretary of the Board of Secondary Educati Madhya Pradesh.

(21) "Divisional Secretary" means the Secretary of the Divisional Bo

(22) "Session" means the period for which an institution is open tuition during the twelve months commencing with the format of new classes.

CHAPTER II— THE BOARD

3. The Board shall meet as often as necessary, but it shall meet at least twice a y in the months of October and January as far as possible.

4. The meeting of the Board meant to be held for the month of October shall deemed to be the Annual meeting of the Board.

5. All meetings of the Board and its Committees shall be held at Bhopal o such other place as the Chairman may, from time to time direct.

6. If any member fails to attend 3 consecutive meetings his absence may reported to the authority concerned.

CHAPTER III—THE CHAIRMAN

7. "The Chairman shall when present, preside at a meeting of the Board and e meeting of any Committee of the Board of which he is a member. He s have the right to vote and and in case of a tie he shall also exercise the cast vote.

8. The Chairman shall have the right to speak at, and otherwise take part in, any meeting of any Committee of the Board but shall not be entitled to vote.

9. "The Chairman shall have the same powers in respect of re-appropriation of fund from one head of the budget to the other head of expenditure as are exercised by the Director under the similar circumstances in which he is empowered to exercise such powers for the departmental budget. Such re-appropriation shall be communicated with reasons to the Finance Committee and the Executive Committee, in the next meeting.

CHAPTER IV—VICE-CHAIRMAN

10. The Vice-Chairman shall exercise all such powers as are vested in him under the Adhiniyam.

CHAPTER V—THE SECRETARY

11. All meetings of the Board shall be convened through the Secretary.

12. The Secretary shall conduct the official corespondence of the Board under the authority of the Chairman and shall be responsible for keeping the minutes and for the proper maintenance of all the records of the Board.

13. All fees and dues payable to the Board, and all sums received by the Secretary on behalf of the Board shall be credited without delay to the account of the Board with the Government Treasury of with such Bank as the Board may with the approval of the State Government determine.

14. Subject to the control of the Examination Committee, the Secretary shall be responsible for making arrangements for the holding of the Board's examination.

15. The Secretary shall receive, and, subject to the control of the Examination Committee, deal with, application from candidates for admission to the Board's Examinations.

16. It shall be the duty of the Secretary on behalf of the Board, to issue to successful candidates certificates or diplomas of having passed the Board's Examination.

17. The Secretary shall, annually, in the month of June prepare and circulate to all concerned a list of school and colleges recognised for the purpose of the Board's examination, specifying the subjects in which recognition has been granted.

18. The Secretary shall be entitled to be present and to speak at any meeting of the Board or its Committees, but shall not be entitled to vote.

19. The Secretary shall perform such other duties as may be assigned to him by the Board or the Chairman for carrying out the work of the Board.

20. The Deupty Secretaries shall perform such functions of the Secretary as may be assigned to them by the Secretary or the Chairman.

21. "The Secretary shall have power to make appointments to the posts of class III and IV servants below the rank of Deputy Superintendent, and consequential powers of dismissal removal or discharge.".

22. The Secretary shall have powers to supply, on request, fraee of cha[rge] priced publications of the Board for official use, to Government and Se[mi-] Government bodies and to Universities or educational or public bodies complementary copies.

CHAPTER VI—COMMITTEES OF THE BOARD

23. In addition to the Committees specified in Section 24 (f) of the Adhiniyam the Board shall appoint the following other Committees :—

(a) A Committee to scrutinise applications from private candidates for p[er]mission to appear at the Board's examinations.

(b) A Committee to bring out the results of examinations.

(c) A Committee to advise the Board on questions relating to Wom[en] education.

24. The number of members appointed by the Board to any Commi[ttee] shall, unless otherwise specified, be not less than three and not more than [...] except in case of the Committees of Courses in Agriculture, where the num[ber] shall be not less than five and not more than seven, and in the Committee[s of] Courses in Education, Technical Education and craft the number shall be [not] less than seven and not more than nine. The Secretary may add as m[any] members as deem necessary to cope with the work in the Scrutiny Committee.

25. Election of members to fill ordinary vacancies in the Committees of the Bo[ard] shall be held at the meeting of the Board immediately following the occurence of [the] vacancy, and members shall hold office from the date of election.

26. If, in the opinion of the Chairman, a Committee, under [...] of the regulations or bye-laws, is not sufficiently representative of different interests [...] of the subject to be treated by the Committees, he may, notwithstanding anythi[ng] contained in the regulations or bye-laws, nominate additional members on [the] Committee.

27. The Board shall appoint, a member of each Committee to be the Conve[ner] of the Committee. The same of office of the Convener shall be the sa[me] as that of the ordinary members of the Committee. In the event of the Conve[ner] ceasing to hold office, the Committee shall appoint a substitute from among [its] own members to hold office till the next meeting of the Board.

28. No person shall be eligible for being elected as a member for more th[an] two Committees of the Board.

29. Any member who fails to attend three Consecutive meeting of a C[om]mittee of which he is a member shall cease to be a member of that Committee.

CHAPTER VII—COMMITTEES OF COURSES

30. The Board shall appoint Committees of Courses in the follow[ing] subjects which may be grouped in such manner and with such additions [and] alterations as the Chairman may from time to time decide :—

(1) Sanskrit,

(2) Hindi,

(3) English,

(4) Marathi,
(5) Gujarati,
(6) Urdu,
(7) Bengali,
(8) Sindhi,
(9) Arabic and Persian,
(10) Punjabi (Gurmukhi),
(11) Tamil and Telgu,
(12) French,
(13) Mathematics,
(14) Physics,
(15) Chemistry,
(16) Biology,
(17) Geology,
(18) Agriculture and Allied subjects,
(19) General Science,
(20) Drawing and Fine Arts,
(21) Commerce,
(22) Logic and Psychology,
(23) Economics,
(24) Crafts,
(25) Home Science,
(26) Anatomy, Physiology and Hygiene,
(27) Social Studies,
(28) Workshop Pratice and Engineering and Drawing, (Technical Group).
(29) Military Studies,
(30) Forestry,
(31) Geography,
(32) Civics,
(33) Music,
(34) Dancing,
(35) Phisical and Moral Education,
(36) History,
(27) Physical Training,
(38) Education Committee (including Basic Training Education).
(39) Pre-Primary Education.

31. Committees of Courses shall also be contituted for such other subjects of study as may from time to time, be decided by the Board.

32. Each Committee of Courses shall lay down a syllabus in the subject or subject with which it is concerned, and recomend suitable text—books when called upon to do so.

33. (1) Every Committee of Courses shall ordinarily meet in the month of August of September of each year to draw up courses for examinations relating to its respective subject or subjects.

(2) The Course shall be drawn up well in time to ensure the issuance by the Board of the prospectus relating to such course within the time prescribed under Regulation of this Chapter.

(3) The draft course proposed by the the Committee shall be circulated as soon as may be, among the members of the Board. The members of the Board shall communicate their observation, if any, in regard thereto, direct to the

Convener concerned before the end of October in the same year. If, in opinion of the convener, the nature of the criticism received justifies the ca of a special meeting of the Committee of Course, he will do so, through Secretary otherwise the matter shall be placed before the next meeting of committee of Courses.

34. The courses finally approved by the committee shall be submitte the Board ordinarily at its January meeting by the Convener or by some member of the Committee who is a member of the Board and is present a meeting.

35. If the Board is of opinion that a recommendation made by a Comm of Courses requires reconsideration, it may refer the matter back to the mittee. After considering the views of the Committee upon the referenc Board shall decide the matter.

36. The Courses as finally approved and sanctioned by the Board sha printed in the Prospectus and issued by the Secretary preferably two m ahead of the date on which the course for a particular examination commence.

37. A Committee may bring to the notice of the Board any matter nected with the examinations or courses in respect of the subjects with it is concerned.

38. Any two or more Committees of courses may, and at the requ the Chairman shall, meet and render a joint report upon any matter which they may be severally or jointly concerned.

39. It shall be the duty of the various Committees of courses to recommendations in proper time to the Curriculum Committee on m relevant to clauses (b), (c), (d) and (e) of Regulation 49 of Chapter X a the Examination Committee on matters relevant to clauses (b), (f) and (Regulation 88 of Chapter XIII of these Regulations.

CHAPTER VIII—THE RESULTS COMMITTEE

40. The Results Committee shall consist of the Vice-Chairman of Board, the Secretary of the Board and three members elected by the Board. Chairman of the Board shall be its ex-offico Chairman and the Secretar ex-officio Secretary.

41. It shall be the duty of the Results Committee,—

(i) to scrutinise and pass the results of the examinations conducte the Board after satisfying itself that the results are in confi with the relevant provisions of the Regulations, Rules Byelaws;

(ii) to scrutinise complaints against question papers so far as affect the results;

(iii) to decide cases of condidates who have missed their practical mination or written examination in one or two papers or subject as a whole;

(iv) to decide cases of candidates who have answered wrong papers;

(v) to decide cases of admission of candidates to the examinations by the superintendents of centres after half an hour of the commencement of examination;

(vi) to decide cases of special arrangements made for the examination of any particular candidate;

(vii) to decide cases where extra time was allowed to candidates by the Superintendent of Centres.

(viii) to decide cases where question papers where opened before the prescribed hour;

(ix) to decide cases of candidates whose answer books have been lost.

(x) to decide cases of candidates who have used unfair means; and to inflict punishment.

(xi) to decide such other matters connected with the declaration of the results as may be referred to the Committee.

42. If any action is to be taken against examiners, centres perintendents, invigilators and others, it shall be referred to the amination Committee with the recommendations of the Results Committee.

CHAPTER IX—THE FINANCE COMMITTEE

43. Except when otherwise specified the Finance Committee shall act as advisory body in all matters concerning the finances of the Board.

44. It shall consist of—

(a) The Chairman and the Vice-Chairman of the Board:

(b) One member appointed by the Board from amongst the five members elected under clause (f) of sub-section (1) of section 4 of the Act;

(c) One member appointed by the Board from amongst the members nominated under clause (g) (iii) of sub-section (1) of section 4 of the Act;

(d) Three other members appointed by the Board.

45. The Chairman shall be the Chairman of the Finance Committee

46. The Secretary shall be as the Secretary of the Finance Committee.

47. It shall be the duty of the Finance Committee—

(i) to prepare and examine the budget for the ensuing financial year in such manner as to enable the Board to submit the same to the Government up to 31st January;

(ii) to make recommendations to the Executive Committee on all matters relating to the finances of the Board;

(iii) to examine every proposal of new expenditure and to advise the Executive Committee thereon;

(iv) to review the financial position of the Board periodically;

(v) generally to advise means for the improvement of the financial[illegible] tion of the Board ; and

(vi) to consider applications for revision of grades of pay and the g[illegible] of pay of new appointments and advise the Executive Com[illegible] accordingly.

CHAPTER X—THE CURRICULUM COMMITTEE

48. (1) The Curriculum Committee shall consist of—

(a) The Vice-Chairman;

(b) The Secretary; and

(c) Fifteen members elected by the Board from among the Conven[illegible] the various committees of courses.

(2) The Vice-Chairman shall be the Convener of the Committee.

49. The duties of the Curriculum Committee shall be :—

(a) to consider the total number of compulsory and optional su[illegible] for each of the Board's examinations;

(b) to recommend curriculum and arrange the standard of the c[illegible] for the examinations conducted by the Board;

(c) to recommend the number of question papers to be set in eac[illegible] ject after considering recommendations of the commi[illegible] courses concerned;

(d) to recommend the time for written tests in different subjects [illegible] considering recommendations of the Committees of c[illegible] concerned;

(e) to propose maximum and minimum marks for each subject ar[illegible] each part of a subject after considering recommendations c[illegible] Committees of courses concerned;

(f) to frame rules for the award of grace marks;

(g) to consider proposals for the introduction of new subjects an[illegible] exclusion of existing subjects, and examinations; and

(h) to consider questions relating to the formation of groups of su[illegible] and the alteration of one group with another.

CHAPTER XI—THE RECOGNITION COMMITTEE AND RECO[illegible]TION OF INSTITUTIONS BY THE BOARD

(a) The Recognition Committee

50. The Recognition Committee shall consist of—

(a) the Vice-Chairman of the Board;

(b) the Secretary;

(c) two members from the Inspecting Officers of the Education Department.

(d) One Officer of the Directorate of Education nominated by the Director of Public Instructions.

(e) five members appointed by the Board from among its members.

51. The Vice-Chairman of the Board shall be the Chairman of the Recognition Committee.

52. The Secretary shall be the Secretary of the Recognition Committee.

53. It shall be the duty of the Recognition Committee to scrutinise applications for recognition and, after considering the recommendations of the Inspecting Officers, to make definite recommendations to the Board on each application.

(b) *Recognition of Institutions*

54. No educational institution which is not recognised by the Board shall be permitted to present candidates for any examination conducted by the Board.

55. An educational institution desiring to be recognised for the purposes of an examination conducted by the Board shall, not later than the 15th of August in the year preceding that in which it proposes to open classes in preparation for an examination, apply to the Secretary for permission to open classes. Such application shall be made through the educational officer under whom the institution will normally be placed for inspection if it secures recognition.—

56. The Chairman may for special reasons to be recorded in writing condone any delay.

57. Application for recognition shall set out in detail the following particulars:—

(a) whether there is a real need for the institution in the locality;

(b) the constitution of the Foundation Society or the Governing Body;

(c) the name of the manager or the Secretary of the Schools;

(d) the qualifications and rates of pay of the teaching and other staff;

(e) the examination or examinations for which it desires recognition;

(f) the subject or subjects of instruction for which the institution undertakes to make provision;

(g) the accommodation provided in class rooms and in hostels;

(h) the provision made for the health, sports and games, recreation and discipline of scholars;

(i) the provision made for the students and teachers' libraries;

(j) list of furniture and equipment;

(k) the financial position of the educational institution and the sources and amount of income;

(l) the rate of fees charged and the provision, made for financial con sions to students; and

(m) the number of scholars in each class or section of a class.

58. On receipt of this application the Secretary shall direct a local inq and call for a report on that application according to the Bye-laws made this behalf. The report and recommendations of this inquiry shall be mitted by the Secretary to the Recognition Committee.

59. Any other information which the Board may call for in connec with the application shall be supplied by the educational institution.

60. The persons appointed under regulation 58 of this Chapter shall forward a copy of the report of their enquiry to the Board together with recommendations. In case it is recommended to grant recognition, the re mendation shall state the subject or subject, the period the examination which and the conditions subject to which the grant of recognitio recommended.

61. No educational institution shall be recognised or continue recognised unless it complies with the following requirements, namely:—

(a) that it shall be open to inspection by such person or persons Board may depute for this purpose;

(b) that in the case of a High School or a Higher Secondary S having Middle and Primary Sections, they shall be those re ed by the Department;

(c) that the rules issued by the State Government in so far as the not inconsistent with the Board's Regulations shall be followed;

(d) that all information and returns called for from the educa institution by the Board shall be duly furnished by institution;

*(e) that it shall not prepare and send up candidate for a rival exa tion of any other Board, University or examining body, an examination of the same nature and similar standard is be the Board;

(f) that it shall make suitable arrangement for the health and recre of its pupils, which will include:—

(i) proper sanitary arrangement;

(ii) medical inspection of its pupils at least once a year; and

(iii) physical education.

(g) that it shall provide accommodation at the rate of not less than feet or floor space for each scholar in a class room;

* This clause shall not apply to Indian School Certificate Examination in the case of such tional institutions as in the opinion of the Director may be given such exemption.

(h) that it shall limit the admission into any class or section of a class to the number of scholars for which there is a accomodation in the class room subject to a maximum of 45 scholars in each class or a section of a class in a High or Higher Secondary School;

(i) that if called upon to do so, it shall place it's buildings, staff, furniture and apparatus, etc., at the disposal of the Board or the Department to be used for examinations, and for such other purposes as the Board or Department may direct;

(j) that no teacher shall take part in political activities;

(k) that no religious instruction shall be imparted in the educational institution on a compulsory basis;

(l) that the educational institution shall comply with the conditions laid down in Chapter XII of these regulations;

(m) that there shall be a Managing Committee as defined under the Adhiniyam consisting of not more than 10 members of which two shall be the Head of the institution and a nominee of the educational officer concerned and that the Governing Body or Managing Committee shall be registered under the Societies Registration Act;

(n) that the building shall have as many rooms as there are sections in the school that, there shall be separate rooms for the office, library and reading room, teachers, science laboratory, stores and optional subjects, etc., and that the building shall be well lighted and well ventilated and situated in healthy locality approved by the appropriate Health authorities;

(o) that space shall be provided for play grounds, gardening, gymnasium, etc.;

(p) that equipment and furniture shall be provided for teaching the various subjects, to the satisfaction of the educational officer concerned;

(q) that adequate recurring provision shall be made in the budget of the institution for the library, liboratory and crafts, etc.

(r) that the number and qualifications of the teaching and other staff shall be the same as prescribed for the corresponding staff in Government institutions;

(s) that the scales of pay of the Principal, Head Master, Lecturer, teachers, clerks and other staff shall not be lower than those sanctioned for the corresponding staff in Government instituti[illegible] on

(t) that an endowment fund of not less than Rs. 7,000 shall [illegible] in a form approved by the educational officer concerne[illegible] expenditure shall be made out of it without his special [illegible] and that the income from interest, etc. of this amou[illegible] utilised towards the maintenance of the educational [illegible] and shall be properly accounted for in the Manager' [illegible]

on whole average

**(u) that a reserve Fund of Rs. 3,000 shall be created in some approved Bank out of which expenditure may be incurred with the prior permission of the educational officer concerned in cases of emergency; and

(v) that the application is accompanied by a fee of Rs. 300 for fresh recognition or Rs. 200 for recognition in a new subject or subject as the case may be.

(w) that it shall pay a sum of Rs. 100 every year as an annual affiliation fee to the Board.

(x) 'that every regular student admitted to the School shall be enrolled with the Board'.

62. If the Board is satisfied that an educational institution deserves recognition, it shall direct the Secretary to enter its name in the list of recognised institutions to be kept by him. The Secretary shall there upon enter the name of the institution in the said list and inform the educational institution and the educational officer concerned and the Director about such recognition. Such communication shall clearly state the subject or subjects, the period and the examinations for which and the conditions subject to which such recognition is granted.

63. Where an educational institution desires to add to the subjects of instruction in respect of which recognition has been granted, the procedure prescribed by the foregoing regulations shall as far as possible, be followed.

64. An educational institution recognised by the Board for the purpose of any of its examinations shall submit to the Board, and the educational officer concerned annual returns showing the personnel and pay of the teaching and other staff. Any change in the management shall be communicated as soon as possible.

65. The educational officer concerned shall report to the Secretary changes in management and in the number, qualifications and salaries of the teaching staff, the result of which, in his opinion, effects the fitness of the educational institution for continued recognition by the Board.

66. If the educational officer concerned is of opinion that any educational institution recognised by tht Board has by reason of deterioration ceased to meet the requirements of the Board, he shall make a report of the same to the Secretary. On receipt of this report the Secretary may institute such enquiry as he thinks fit. The report of the enquiry will be submitted to the recognition Committee which will take it into consideration at its next meeting and inform the said institution of its decision through the educational officer concerned.

(iii) any case in which the Recognition Committee decides that action upon the report, it will first call upon the educational institution through the educational officer concerned, to show cause why such action should not be taken.

* This clause ... to non-Government Institutions only except those maintained by statutory ... tional

68. No educational institution shall be recognised in any branch of [exper]imental science or vocational subjects unless it satisfies the recognition [comm]ittee:—

(a) that the number of students assigned to a single teacher in practical work at one time does not exceed 20; and

(b) that suitable, and in the case of Higher Secondary classes separate laboratories for each branch of experimental science are provided, and each of them is adequately equipped.

69. There shall be a periodical inspection of every recognised institution by a Panel of Inspectors appointed by the Board at least once in there and the Board on the report of the Inspection will take such action as [de]ems necessary.

[CHA]PTER XII—STAFF IN PRIVATE EDUCATIONAL INSTITUTIONS

70. Regulations in this Chapter shall apply to all non-Government [educ]ational institutions.

71. All Principals, Headmasters, Lecturers, and teachers, except those [appo]inted temporarily for a period of less than one year, shall be on probation [for a] term of one year which may be extended to two years. If after two years [se]rvice any incumbent is continued in his appointment, he shall, unless the [appo]inting authority, for reasons to be recorded in writing, otherwise directs, [be d]eemed to have been confirmed in that appointment. On confirmation, the [incu]mbent shall sign a contract of service in the Form I or II (appended to [these] regulations) as the case may be, as soon as practicable.

72. The managing committee of the educational institution shall main[tain] a provident fund for the benefit of the staff appointed on written contract [in a]ccordance with the Provident Fund Rules framed by the Board for the [purp]ose.

73. The scales of pay of the staff, in educational institutions which are in [rece]ipt of Government grant, shall not be less than those sanctioned for the [corr]esponding staff in Government institution.

In the case of educational institutions which are not aided, there shall be [a sca]le of pay, the minimum of which shall not be less than that in Govern[ment] educational institutions.

74. (1) Principal, Headmaster, lecturer or teacher shall be entitled to the [follo]wing leave, namely:—

(a) casual leave for 13 days (which may for special reasons be extended to 15 days) in a calendar year,

(b) leave on medical certificates by registered Medical Practitioner, on full average pay for one month for every twelve months spent on duty, subject to the maximum of twelve months in the whole service,

(c) maternity leave in case of women, for three months, on full average pay, and

(d) leave for training.

(2) The period of leave granted under sub-clause (d) of clause (1) shall be treated as period spent on duty and shall count for provident fund the incumbent contributes to the provident fund during such period.

(3) Other members of the staff of recognised educational institutions be entitled to such leave as may be admissible from time to time to Government servants.

75. The authority entitled to sanction casual leave under clause regulation 5 shall be the Head of the institution and that entitled to sanction other leave shall be the Managing Committee.

76. In the selection of lecturers or teachers for appointment the mentioned considerations among other matters shall be taken into account namely:—

(i) All permanent vacancies and all temporary vacancies for a period exceeding six months shall be advertised in one or more newspapers and in such other newspapers as have circulation in the area concerned. Such advertisement shall contain full particulars of the post advertised together with conditions of salary attached thereto, or the names may be called for from Employment exchange,

(ii) on receipt of applications, suitable candidates shall be interviewed and,

(iii) that the teachers or lecturers to be selected for High and Higher Secondary School classes shall have offered for the degree examination the subjects for which they seek appointment

77. In the selection of Headmasters or Principals for appointment the undermentioned conditions shall be taken into account, namely:—

(i) all permanent vacancies shall be advertised, in the manner laid in Regulation 76 (i) above;

(ii) the appointment shall be made by the Managing Committee interviewing suitable candidates; and

(iii) no person who is not trained and has less than five years experience of teaching shall be eligible for the post.

78. (1) The Managing Committee of the institution shall not terminate service or reduce the pay of any teacher or lecturer appointed on a written contract without holding a full enquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him and afforded an opportunity of defending himself. His previous service character with reference to his character roll and service book maintained shall also be taken into consideration when arriving at a decision.

(2) No decision as to termination of service or reduction in rank of a teacher or lecturer shall have effect, unless passed at a special meeting by a majority of two-thirds of the members of the Managing Committee. No resolution shall have effect, if passed at an adjourned meeting.

(3) A teacher or lecturer may ask the matter to be referred to an arbitration in accordance with the terms of his agreement, if any, and the award of the arbitration or arbitrators shall be final.

(4) The services of any teacher or lecturer who refuses to go for training may be terminated:

Provided that in case due to personal difficulties, the person concerned is unable to go for training the same year, he may be permitted to go for training next year. More than one chance shall not be allowed.

79. (1) The Managing Committee shall not terminate the services or reduce the pay of Principal or Headmaster appointed on written contract without first obtaining Director's sanction for holding a full enquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him, and also be afforded an opportunity of defending himself. His previous service and character with reference to his confidential file and service book shall also be taken into consideration before arriving at a decision.

(2) No decision as to termination of services or reduction of a Principal or Headmaster shall be valid, unless passed at special meeting by a majority of two-thirds of its members of the Managing Committee. No such resolution shall be valid, if passed at an adjourned meeting.

(3) The Principal or Headmaster shall have a right of appeal to the Director against the decision of the Managing Committee. The decision of the Director shall be final.

80. For all purposes, including application of time-scale, the period of service of a Principal, Headmaster, lecturer or teacher shall, in the case of new entrants, be calculated from the date of first appointment in the educational institution, if there is no break of service during the period preceding the permanent appointment:

Provided that, subject to the provision of regulation 4 of this Chapter the salary and scale of pay of a person already in employment, shall not be refixed by theManaging Committee at an amount lower than his salary or scale of pay on the date of the enforcement of these regulations.

81. The period of school vacation shall count as period spent on duty. A Principal, Headmaster, Lecturer or teacher, who has been in the service of the educational institution during an academic year, shall be entitled to draw full pay for the ensuring vacation, except when such person has been officiating in place of another person on leave, entitled to draw pay for the vacation.

82. Every educational institution shall pay to a person, who is under training at a recognised Training College, his full salary during the period of training. No person, who refuses to undergo training after a seat in a Training College has been secured for him, shall be continued in service.

83. For all other matters, not provided herein, the rules and practices observed in the Government educational institution shall be adopted.

84. Duties of Heads of Educational Institutions—,

(a) Admission and promotion of students and discipline of the institution.

(b) Receipts, expenditure and maintenance of accounts,

(c) Correspondence of the institution.

(d) General internal management of the institution as an ins recognised by the Board.

(e) Encouraging and fostering love for Co-curricular activities.

(f) Taking such disciplinary action as he is empowered to take the departmental rules.

In carrying out these duties he shall not be interfered with by any a except the authority competent under the departmental rules.

85. No part of a person's salary or his Provident Fund shall be any institution for purposes of running the institution. The Provide shall be deposited every month by the institution under the Central P Fund Scheme.

FORM I

(See Chapter XII Regulation 71)

Form of Agreement between the Principal or Headmaster and Managing Committee

AGREEMENT

THIS agreement is made this............ day of..............19 .... , son of.................. , resident of....... ...... of the fi and the Managing Committee of the.................... School/College (after called the Managing Committee) of the second part;

WHEREAS the Managing Committee has appointed the party of t part to serve as a Headmaster/Principal in the .... School/ (hereinafter called the Institution) subject to the condition and upon th hereinafter contained;

NOW, THEREFORE, this agreement witnesses and the parties agree as follows:—

1 From the date of the party of the first part assuming charge office of Headmaster/Principal in the said institution, the Managing C ee shall pay him an initial salary of Rs. .... (..............) per mo he time-scale of pay Rs.................. and thereafter he will draw increment at the rate of Rs.................. during the term of his subject to the condition that he render approved service so as to qualif for increments,

2. The party of the first part shall, during the term of his service under is agreement, devote his whole time to the duties of his appointment, and not ingage, directly or indirectly in any trade, business or occupation or take up y activity which is likely to interfere with such duties without the permission writing of the Managing Committee and the party of the first part shall sist from any activity on a notice being given by the Managing Committee at in its opinion such activity it would interfere in the efficient discharge of s duties.

3. The tenure of office of the party of the first part shall be terminable any time :—

(a) by three calendar months' notice in writing by him (party of the first part) without giving any reason therefor, or without notice on payment to the party of the second part a sum equal to three months salary of the party of the first part;

(b) when the post on which the party of the first part is working is abolished, the party of the second part shall give three months' notice in writing to the party of the first part, or without any notice on payment to the other party a sum equal to three months salary of the party of the first part:

Provided that the Managing Committee may at any time dispense with the services of the party of the first part without notice after a full enquiry as provided in regulations 79 (as the case may be) under Chapter XII.

(a) in the event of a wilful breach by him of any of the conditions herein contained;

(b) in the event of a wilful and persistent neglect of duty by him, ir misconduct, or unsatisfactory work on his part, or his physical or mental unfitness for duty; or

(c) for any other sufficient cause which renders impossible for proper performance of his duties; and

(d) the right of terminating the tenure of office of the party of the first part by serving three months notice under clause 3 (b) above shall not be exercised by the Managing Committee during the period from 1st January to 31st March following without the previous sanction in writing of the Board of Secondary Education, Madhya Pradesh.

4. The party of the first part shall retire from service in attaining the age 62 years and, with the permission of the Chairman of the Board, 65 years and e exact time for such retirement shall be the last day of the academic year which he attains that age.

5. The parties shall, in addition to the conditions herein contained, be ound by the provision of the regulations of the Board of Secondary Education, Madhya Pradesh.

IN WITNESS whereof the parties hereto have set their respective hands unto the day and year written in each case.

Witness—

(1) ....

(2) ....

Party of the first part
Date..............................

Witness—

(1) ....

(2) ....

On behalf of the Managing Commi
Date..............................

FORM II

(*See* Chapter XII Regulation 71)

THIS AGREEMENT is made this..................day of .... 19...... between son of .... resident of..........., of the first part the Managing Committee of the..................School/College, (hereina called the Managing Committee) of the second part;

WHEREAS the Managing Committee has appointed the party of the part to serve as a teacher/lecturer in the..................School/College (h inafter called the institution) subject to the conditions and upon the hereinafter contained;

NOW, THEREFORE, this agreement witnesses and the parties hereto agr follows:—

1. From the date of the party of the first part assuming charge of office of teacher/lecturer in the said institution the Managing Committee pay him an initial salary of Rs.................. per month in the time scal pay of Rs.............. and thereafter he will draw annual increments at rate of Rs.................. (..............) during the term of his se subject to the conditions that he renders approved service so as to qualify for increments.

2. The party of the first part, if he is an untrained teacher, shall at such teaching qualifications as the Managing Committee may require, an enable him to do so, the Managing Committee shall permit him to und training at the proper teacher's training institution. If the party of the part fails to attain the requisite teaching qualifications, the Managing (mittee may terminate his services unless he is exempted from attaining qualifications by the Department.

3. The party of the first part, if he has attained teaching qualifica as required in clause 2 agrees to serve as a teacher/lecturer in the said in tion at least for a period of two years immediately after the completion of training.

4. The party of the first part, shall, during the term of his service under is agreement, devote time to the duties of his appointment and not engage rectly or indirectly, in any trade, business or occupation or take up any tivity which is likely to interfere with such duties, without the permission writing of the Managing Committee, and the party of the first part shall sist from any activity on a notice being given by the Managing Committee at in its opinion such activity would interfere in the efficient discharge of s duties.

5. The party of the first part may, with the previous permission in writ- g of the Managing Committee, take private pupils for tuition subject to e condition that any such tuition does not interfere with his duties.

6. The party of the first part shall, in addition to his ordinary duties of aching, perform such other duties in connection with the social, intellectual athletic activities of the said school as may be entrusted to him by the Head- aster/Principal of the said institution.

7. The tenure of office of the party of the first part shall be terminable any time:—

(a) by three calendar months' notice in writing by him (party of the first part) without giving any reasons therefor, or without notice on payment to the party of the second part a sum equal to three months salary of the party of the first part;

(b) when the post on which the party of the first part is working is abolished, the party of the second part shall give three months' notice in writing to the party of the first part, or without any notice on payment to the other party a sum equal to three months' salary of the party of the first part:

Provided—

(i) that if the party of the first part has attained teaching qualifications as provided in clause 2, his tenure of office shall be so terminable under clause 7 (a) above after he has served the party of the second part for two years as required by clause 3;

(ii) that the tenure of office shall not be so terminated under clause 7 (b) above at any time during the period of summer vacation of the said institution;

(iii) that the Managing Committee may at any time dispense with the services of the party of the first part without notice after a full enquiry as provided in regulations 78 or 79 (as the case may be) under Chapter XII;

(a) in the event of a wilful breach by him of any of the conditions herein contained:

(b) in the event of a wilful and persistent neglect of duty by him, or misconduct, or unsatisfactory work on his part, or his physical or mental unfitness for duty; or

(c) for any other sufficient cause which renders impossible for proper performance of his duties; and

(d) the right of terminating the tenure of office of the party of first part by serving three months notice under clause 7 above shall not be exercised by the Managing Committee du the period from 1st January to 31st March following with the previous sanction in writing of the Board of Second Education, Madhya Pradesh.

8. Notwithstanding anything contained in clause 7, the Managing C mittee may, in lieu of dispensing with the services of the party of first p reduce his pay within the limits of his time scale.

9. The party of the first part shall retire from service on attaining age of 62 years and, with the permission of the Chairman of the Board, 65 y and the exact time for such retirement shall be the last day of the acad year in which he attains that age.

10. The parties shall, in addition to the conditions herein containe bound by the provisions of the regulations of the Board of Secondary Ed tion, Madhya Pradesh.

IN WITNESS whereof the parties hereto have set their respective h hereunto the day and year written in each case.

Witness—

(1) ....

(2) ....

Party of the first part
Date ....

Witness—

(1) ....

(2) ....

On behalf of the Managing Commi
Date ....

CHAPTER XIII—THE EXAMINATION COMMITTEE

86. The Examination Committee shall consist of—

(i) The Chairman ;

(ii) The Vice-Chairman of the Board ;

(iii) Three persons elected by the Board from amongst the Conveners various Committees of Courses ;

(iv) two persons, being members of the Board, elected by the Board

87. The Secretary shall be the Secretary of the Committee.

88. It shall be the duty of the Examination Committee, subject to all supervision and control of the Board—

(a) to order examinations in conformity with the Regulation and to dates of holding them ;

(b) to consider the recommendations of the Committees of Courses with regard to examiners, setters and moderators and to finalise lists of examiners, setters and moderators ;

(c) to prescribe forms of applications to be filled in by the candidates applying for permission to appear at examinations and forms of certificates to be granted to successful candidates ;

(d) to propose rate of remuneration for the work connected with the examinations ;

(e) to fix centres of examinations ;

(f) to suggest the mode of conducting the oral and practical tests, if any;

(g) to arrange for moderation of question papers ; and

(h) to consider all matters arising out of the conduct of examinations, and to make recommendations, when necessary, to the Board.

CHAPTER XIV—THE EXECUTIVE COMMITTEE

89. The powers and functions of the Executive Committee shall be as under :—

(a) to direct the form, custody and use of the common seal of the Board;

(b) to hold and control and administer any property and funds of the Board and to enter into contracts on behalf of the Board;

(c) to transfer and accept transfer of any movable or immovable property on behalf of the Board :

Provided that no transfer of immovable property shall be made without the previous sanction of the Board ;

(d) to manage and regulate the finances, accounts and invenstments of the Board ;

(e) to invest, subject to the provisions of the Act, any moneys belonging to the Board including any unapplied income, in any of the securities described in section 20 of the Indian Trusts Act, 1882, or in the purchase of immovable property in India with the like power of varying such investment, or to place in fixed deposit in any bank approved in this behalf by the Board, any portion of such money, not required for immediate expenditure ;

(f) to administer any funds placed at the disposal of the Board for specific purposes ;

(g) to frame the budget of the Board ;

(h) to create, abolish or hold in abeyance any post (except that of Secretary and Deputy Secretary) in the Board :

Provided that the initial salary of such posts is less than Rs. 400 ;

(i) to delegate its powers in respect of making contracts and appointing officers and other servants of the Board, to such person or authority as it may determine ;

(j) except when otherwise provided for by the Act or Regulatio regulate, determine and administer all matters concernin Board, and to this end to exercise other powers of the Boar otherwise provided for;

(k) to write off irrevocable sums due in respect of stores, priced pu tions, examination fees and unserviceable articles of dead st

CHAPTER XV—RESIDENCE OF STUDENTS

90. Every student of recognised institution shall reside in a hostel rec ed by the department. or with a parent or natural guardian or with a re approved by the parents or natural guardian or with a guardian appro the head of the institution, or in a lodging reserved for pupils, of educa institutions and maintained under conditions approved by the head institution.

91. Every hostel and lodging referred to in regulation of this Chapte be open to inspection by the inspecting officers of the department or th of the institution.

CHAPTER XVI—PRIVATE CANDIDATES

92. Private candidates shall be eligible to appear at the Board's ex tion, on the conditions laid down in these Regulations.

93. (a) No person residing outside the State of Madhya Pradesh s permitted to appear privately at any examination of the Board except accordance with the provisions of section 8 and 8-A of the Act and regulations.

(b) Candidates residing outside the territorial jurisdiction of the shall be required to pay an extra fee of Rs. 10.00 over and above the pre examination fee.

94. All private candidates shall apply except where otherwise stated before the 15th of September on the prescribed form together with the cribed examination fee personally to the Head of a recognised insti authorised for the purpose, by the Board, in Madhya Pradesh. The H the institution will be responsible for scrutinising the eligibility of the date. If the Head of the institution is satisfied that the candidate ful the conditions and is eligible for the examination then his name will be tered by him. No application form will be received by the Secretary The private candidates shall pay a registration fee of Re. 1 to the Head institution. This amount shall be distributed by the Head of the insti according to his discretion as remuneration to the persons doing the for work.

The private candidates who shall enroll themselves for regular guid the correspondence courses for Board's Examinations, started by the shall submit the forms to the Registrar, Correspondence Courses, on or 15th September in the prescribed form.

95. Whenever the application of a private candidate is received aft prescribed date, he shall pay an additional fee of Rs. 5:

Provided that such application is received not later than the 25th of ember:

Provided further that the Chairman may in exceptional circumstances enter- an application even later than 25th of September.

96. All private candidates other than women candidates appearing at the ninations of the Board shall affix to their application forms, for permission appear at the examination, their miniature size (bust) photograph duly ested by the officer forwarding the application form.

97. No student shall be permitted to appear at the High School or Higher ndary School Examination as a private candidate in a year earlier than in which he would have appeared, if he had continued his studies at a gnised institution.

98. Applications from intending private candidates shall be referred to the mittee of the Board appointed to scrutinize applications from private didates. The Chairman, after considering the recommendations of the mittee, shall grant or reject the applications.

99. Private candidates, who offer such subjects for their examination as lve practical work, shall be allowed to appear at the examination. They l be expected to have completed the prescribed practicals in a recognised itution and required to appear in a practical examination conducted by Board.

100. Private candidates, who have passed the Cambridge School Certificate mination and intend to appear at the Intermediate Examination should ify in the application form the standard of attainment in each of the sub- s in which they have passed the Cambridge School Certificate Examination shown in the detailed result of the Examination.

101. Only such persons as fulfil any one of the following conditions may dmitted as private candidates to the High School Examination in English /or Hindi/Sanskrit only and shall, if successful, be entitled to a certificate aving passed the examination in English and/or Hindi/Sanskrit only:—

(a) Persons who have passed a Public Examination in an Oriental Language (Sanskrit, Persian or Arabic) recognised by the Board.

(b) Persons who have passed a Public Examination in advanced Hindi or Urdu recognised by the Board.

(c) Drawing Masters or Manual Training Instructors, Teachers of a vocational subject or physical instructors, provided they have put in two years approved service in an institution recognised either by the Board or by the Education Department:

Provided that all candidates under clause (c) of this Regulation shall luce evidence of having passed the VIII class annual examination of a gnised school or an equivalent examination conducted by the Education artment with English as one of the subjects.

102. A candidate, who holds a certificate of having passed the High [School] Examination in English and/or Hindi/Sanskrit only under these Regul[ations] or of having passed an examination equivalent to the High School Exami[nation] in English and/or Hnidi/Sanskrit anly under similar conditions, may be [admit]ted as a private candidate to the Intermediate or Higher Secondary Ex[amina]tion in English and/or Hindi/Sanskrit only:

Provided that at least one academical year shall have elapsed sin[ce the] date of his passing the High School or equivalent examination in Englis[h and/] or Hindi/Sanskrit and such a candidate shall, if successful, be entitled [to a] certificate of having passed the examination in English and/or Hindi/Sa[nskrit] only.

103. A candidate, who has passed the High School or Higher Sec[ondary] Examination in English only under Regulation 101 or 102 above, may b[e per]mitted to appear at a subsequent High School, Higher Secondary School [Exami]nation in all the remaining subjects after excluding English and the O[riental] language on the basis of which he previously appeared and passed the [High] School or Higher Secondary School Examination in English only.

104. No student shall be permitted to appear at the High School [Certifi]cate Examination as a private candidate unless he has passed the VIII Ex[amina]tion of a Secondary School recognised by the Board or the Departmen[t or a] corresponding examination of a similar school situated in or outside M[adhya] Pradesh provided that such a school is affiliated to or recognised by the e[xamin]ing body whose examinations are recognised by the Board.

105. Notwithstanding anything contained in these regulations the [follow]ing candidates may also appear as private candidates:—

(1) Candidate who has passed the examination conducted by the [Board] may appear at the subsequent examination of the same co[urse in] one or more subjects, and such candidate shall if success[ful be] entitled to a certificate of having passed the examination [in the] additional subject or subjects offered by him:

Provided that the choice of subject or subjects is restricted to a sub[ject or] subjects of one group only:

Provided also that he/she is not appearing at the full or part [of any] other Certificate Examination of the Board:

Provided further that the candidate may not offer the same sub[ject or] subjects as had been offered by him at the previous exam[ination] at which he has passed.

CHAPTER XVII—EXAMINATIONS OF THE BOARD

106. The Board shall conduct the following examinations:—

(a) The High School Examination.

(b) The Intermediate Examination in Arts.

(c) The Intermediate Examination in Science.

(d) The Intermediate Examination in Commerce.

(e) The Intermediate Examination in Agriculture.

(f) The Higher Secondary School Certificate Examination.

(g) The Basic Training Certificate Examination.

(h) Examinations for the award of diplomas or certificates in such other branches of study as the Board may, from time to time prescribe.

(i) Higher Secondary School Certificate Examination for Adult Women.

(j) Higher Secondary School Certificate 'B' Course Examinations.

(k) Physical Training Certificate Examination.

(l) Pre-Primary Training Certificate Examination.

(m) Higher Secondary School Certificate Examination Technical Course.

107. The examinations of the Board shall be held at such centres and on such dates and at such time as the Examination Committee may, from time to time, appoint.

108. The test at the Board's examinations may be written or partly oral or practical and partly written. Oral and practical tests shall be conducted by the Examiners appointed by the Board in such manners as the Examination Committee may prescribe from time to time.

Written tests shall be by means of question papers, and the question papers shall be given out simultaneously at every centre at which the examination is being held.

109. Every candidate for admission to an examination from an institution recognised by the Board shall, not later than the 10th December each year:—

(a) pay to the Board the fee as may be fixed by it from time to time for the examination together with a fee of two rupees for communicating the subject-wise marks in each subject through the institution through which the application form has been submitted;

(b) state the optional subject or subjects in which he desires to present himself for examination; and

(c) furnish to the Secretary with a Certificate showing—

(i) that he has completed a regular course of study in a recognised institution;

(ii) in the case of candidates who offer such subjects for their examination as involve practical work, that they have actually performed the experiments laid down in the syllabus.

110. The following fees shall be paid in respect of the examination held by the Board except by blind and women candidates and sons and daughters, (i) of teachers who have retired from institutions recognised by the Board, and (ii) of teachers in Madhya Pradesh who have received President's award (iii) class III and class IV servants of the Board. The blind candidates and sons and daughters of teachers who have retired from institutions recognised by the Board and of teachers in Madhya Pradesh who have received President's award (iii) class III and class IV servants of the Board are exempt from payment of examination fees. The women candidates whose guardian's income does not exceed

Rs. 1,800 per annum and the daughters of the teachers of the institu- recognised by the Board, shall be required to pay only half the examina fees. This concession will apply to blind candidates for all times, to others first attempt only:—

Examination / Item	Fee
(1) High School Examination and equivalent Examinations.	Rs. 20 by each candidate from recognised institutions, and Rs by each private candidate.
(2) Intermediate Examination by Correspondence Course.	Rs. 210 (inclusive of tuition Examination Fee).
(2) (a) Intermediate Examination in Arts, Science, Commerce or Agriculture.	Rs. 35 by each candidate from cognised institution.
(3) Higher Secondary School Certificate or Basic Training Certificate, Physical Training Certificate, Pre-Primary Training Certificate Examinations.	Rs. 35 by each candidate from recognised institution. Rs. 45 by each private candidat
**(4) Examination in one subject only.	Rs. 10.
(5) Examination in more than one subject.	Rs. 7 per each subject.
(6) Fee for re-checking the result of candidates.	Rs. 10 per candidate.
(7) Fee for re-checking the result of candidates appearing in one subject only.	Rs. 4 per candidate.
(8) Fee for a duplicate copy of the voucher to be granted to candidates permitted to appear at the next ensuing examination on payment of half the usual fee.	Re. 1.
(9) Fee for Migration Certificate	Rs. 5.
(10) Fee for duplicate copy of Migration Certificate.	Re. 1.
(11) Fee for eligibility certificate	Rs. 5.
(12) Fee for a duplicate copy of eligibility certificate.	Rs. 3.
(13) Fee for a duplicate copy of the admission card.	Rs. 2.
(14) Fee for paper-wise marks	Rs. 5.
(15) Fee for a duplicate copy of the marks statement.	Rs. 3.

**Not for Supplementary Examination.

(16) Fee for a duplicate copy of the certificate for having passed an examination of the Board.	...	Rs. 5.
(17) Fee for High School Supplementary Examination.	...	Rs. 15 plus Rs. 2 for marks slip.
(18) Fee for Intermediate or Higher Secondary School Supplementary Examination.	...	Rs. 20 plus Rs. 2 for marks slip.
(19) Price of the application form for private candidates and Ex-students for admission to the Board's Examination.	...	Re. 1.
(20) Fee for Practical Examination	...	Rs. 2 for each Practical test.
(21) Fee for provisional Certificate	...	Re. 1 not to be charged after four months from the declaration of the result.
(22) Fee for enrolment of candidates	...	Rs. 2.
(23) (a) Basic Training Certificate Examination (Two Year Couse)		
First Year	...	Rs. 25.
Second Year	...	Rs. 30.
(23) (b) Examination in one subject or more of B.T.C. (Two Year Course).	...	Rs. 5 per subject.

111. A candidate who fails to pass or is unable to present himself at the hole or a part of an examination conducted by the Board shall not be entitled a refund of his fees:

Provided that the Secretary, on application from a candidate who absented mself from the whole of the examination, may permit him to present himlf at the next examination on payment of half of the usual fee. In such a se the applications supported by a medical certificate from a registered medical actitioner (including Hakim or Vaidya) or other evidence to show that his sence from the examination was unavaoidable must reach the Secretary within o months before the commencement of the examination at which a candidate unable to appear.

Note.—The half fee concession allowed under this Regulation for the next examinatoin may continue to be allowed under similar circumstances for the year following the next but in no case for more than two continuous years.

Fee once held over under the above Regulations shall in no case be refunded.

112. The Secretary may refund the admission fee of a candidate who may declared ineligible to appear at the examination of the Board or whose lmission is disallowed on account of shortage of the required percentage of

attendance. The admission fees of those candidates whose forms have rejected on account of the candidates producing a false certificate or ma a false statement in the form of application shall in no case be refunded.

Note.—1. No fee shall be refunded in the case where candidates ject to production of certain documents have been dec ineligible.

2. The refund of the fees provided under Regulation 112, will subject to a reduction of Rs. 5.

113. The fee of a candidate who has died before commencement examination, may be refunded by the Secretary. In the case of regular dates, the refund may be made to the parent or guardian of the cand through the head of the Institution. In the case of private candidates refund may be made to the parent or guardian mentioned in the form application.

114. The Secretary shall, after satisfying himself that a candidate complied with all the requirements for admission to an examination Board, furnish the candidate with a card of admission, on presentatio which to the Superintendent of the Examination centre, the candidate be permitted to sit for the examination.

115. Notwithstanding anything contained in these Regulations, n didate who has been expelled or is under such instruction shall be admi any examination of the Board.

116. The Secretary, if satisfied that a candidate's admission card ha lost or destroyed may grant a duplicate card on payment of the f fee of Rs. 2.

117. **Except when otherwise provided in these Regulations, the na candidates who have passed an examination of the Board shall be pla the divisions specified in the prospectus and, further the names of student the recognised Institutions shall be grouped according to the institu which they have studied ;**

Provided that in any case where it is found that the result of the nation has been affected by error, malpractice, fraud, improper cond other matter of whatsoever nature, the Results Committee shall have po amend such result in such manner as shall be in accord with the true p and to make such declaration as it may consider in that behalf, provid except as provided in a proviso below no result shall be amended af expiry of six months from the publication of the result :

Provided further that in any case where the result of the examinati been ascertained and published and it is found that such result ha affected by any malpractive, fraud or any other improper conduct an examinee has in the opinion of the Results Committee been a part privy to, or convinced at such malpractice, fraud or improper cond Results Committee shall have power, at any time, notwithstanding the the certificate or the award of the prize or scholarship, to amend the of such examinee and to make such declaration as it may consider ne in that behalf.

118. A candidate who has failed in an examination may present himself one or more subsequent examinations, provided that he shall on each and ry such occasion satisfy the Board that he has fulfilled the conditions laid vn in the Regulations for the admission of candidates to the Board's minations.

119. A candidate who has appeared at an examination of the Board may ply to the Secretary for the scrutiny of his marks and the rechecking of his ult in accordance with the rules framed by the Board.

120. A candidate who has fulfilled conditions laid down for admission to of the Board's examinations will not be detailed from appearing at that mination unless the Chairman permits the head of the institution concerned detain him for adequate reasons fully submitted by him in writing to the airman, or unless he fails to clear all outstanding dues owing to the institution from him.

121. (i) Duplicate copy of certificate, of examination conducted by the ard, shall be issued on receipt of an application for the same through the ad of the institution from which the applicant passed the examination. e application should invariably be accompanied by an affidavit duly made the form given below on a duly stamped paper and properly endorsed and ested by a Magistrate of the First Class under his Court seal or by a Notary der his notarial seal.

FORM OF AFFIDAVIT

"I,.................... son of................. aged.................... occupation .... residing at................ do hereby solemnly declare on oath that certificate of having passed the.......... Examination of the year.... ..... om..............................Institution, has been actually lost or destroyed and that is my true statement.

Dated................ 196 ....

(Signature of the Deponent)

VERIFICATION

"I deponent do hereby solemnly verify that the contents of this affidavit e true to my knowledge and that nothing therein contained is false and that thing therein is concealed So help me God."

ated at this.................. of 196 . ...

(Signature of the Deponent)

Address.........................

(ii) The application, the affidavit and the fee of Rs. 5 should be sent to e head of the institution concerned who forwarded the application for admison to the examination, who should after satisfying himself that the applicant really the person to whom the original certificate was issued and that his rtificate has been actually lost or destroyed endorsed the application in the llowing form :—

"I am satisfied that the applicant is really the person to whom the original..............Examination Certificate was issued in the year...... and that it has been actually lost or destroyed."

(iii) Provided that the condition of submitting an affidavit and that of bmitting application through the head of the institution shall not apply to kistan domiciles.

122. Students who, after passing an examination from a Board or ... sity which has been recognised by the Board as equivalent to its High ... Examination, seek admission to Class XI of .... Secondary School within the jurisdiction of the Board, shall at the t... admission, be required by the Principals of the Colleges or Schools to ... they seek admission to produce an Eligibility Certificate signed by the Se... **of the Board and make payment of a fee of Rs. 5. Application for such** ... tificate should be made to the Secretary on a printed form to be obtained ... the office of the Secretary.

123. A duplicate copy of the Eligibility Certificate in case of the o... copy is reported to have been lost shall be issued by the Secretary on rec... a fee of Rs. 3.

124. Subjectwise marks obtained by the candidates in each subject, ... examination held by the Board shall be communicated to them as soo... the declaration of the results as possible through the institution whi... warded their application forms. Paperwise marks in such subject, if ... by the candidates, shall be communicated to them on receipt of a fee o... in advanse. A duplicate copy of the marks in case the original one is r... to have been lost, shall be issued by the Secretary on receipt of a fee of ...

125. Candidates found using unfair means or in possession of unauth... or prohibited articles (paper, books, notes, etc.) in any of the Board's e... tions will be liable to be expelled from the examination of the paper con... The Results Committee shall be the final authority to decide whether the ... date is guilty under this regulation. The Committee may impose a... penalties if it thinks that mere expulsion is not enough.

126. In any case where it is detected that the candidate's admission ... Examination has been affected by error, malpractice, fraud or improp... duct, or where the head of the instruction presenting the candidate ... examination cancels the admission or withdraws any time before the ... nation the conduct and Character Certificate given in respect of the ... date the Secretary shall have the power to cancel the candidates admis... the examination notwithstanding the inclusion of the name of the candi... the list of the admitted candidates for the examination, or the cand... actual admission to the examination in one or more subjects and also ... the candidate from appearing for such period of the examination as the ... Committee may decide.

The Secretary may admit a candidate to the examination provisi... where any enquiries in respect of his eligibility for admission to the ... nation are in progress or contemplated and in the light of the final d... regarding his eligibility, to deal further with his case as per provisi... these Regulations.

127. Notwithstanding anything contained in these Regulation, ... fend of examination fees may be granted to such candidates as may, ... the period of national emergency. join military service subsequent to ... submission of their applications for admission to the Examination an... may apply for such refund on their producing a certificate signed by ... Commanding concerned about their having joined military service ... the period mentioned above and their being unable to take the exami... for reason thereof.

CHAPTER XVIII ENROLMENT AND ADMISSION

128. Enrolment is compulsory for every regular student of a recognis-
nstitution, who desires to appear for the High School Certificate Exami-
on 1968 and onwards and Higher Secondary School Certificate Examina-
1969 and onwards. The fee for enrolment shall be rupees two for every
ent and shall be paid once only.

129. (a) The application for enrolment together with the enrolment
shall be submitted by the student of a recognised institution through the
of the institution concerned so as to reach the Secretary by the first
ber in the academic year in which he first joins a recognised, institution.
Heads of institutions shall scrutinise the forms of students applying for
lment and certify that they have examined the certificate of the exami-
n qualifying them for admission to the Boards course concerned:

Provided that, the Secretary may in exceptional circumstances entertain
pplication for enrolment even later than 1st October.

(b) Students seeking admission to an institution recognised by the Board
having been admitted as member of another Board incorporated by law
he time being in force, and having appeared for public examination of
Board, will not be enrolled, unless their applications for enrolment are
npanied by a Migration Certificate from the previous Board.

130. (a) No student shall be deemed to have been admitted to any course
udy of the Board, unless his name is borne on the register of enrolled
nts.

(b) Except in cases where application for enrolment is rejected by the
d, the fee shall not be refunded.

131. On enrolment every student shall receive from the Secretary an en-
ent Certificate showing the enrolment number under which his name
een entered in the register and that number shall be quoted by the
nt in all communications to the Board and subsequent application for
ssion to an examination of the Board.

132. Any enrolled student may; at any time, obtain a certificate copy of
ntries relating to him in the enrolment register on payment of a fee of
.

133. A duplicate copy of the enrolment certificate may be granted on pay-
of a fee of Rs. 1.

134. If the name of any students is struck off the rolls of a School or if he
nsfered to another school or migrates to another Board, the fact will be
ted to the Secretary by the Head of the institution before the end of the
n in which his name is struck off or he is transferred or his migration
place.

The name of any student, resticated or expelled shall be reported to the
tary by the Head of the institution immediately. The fact of expulsion
stication shall be posted in the enrolment Register.

135. Before entering upon the courses of study prescribed for High
l Examination, every candidate shall be required to have passed VIII
examination held by an Institution recognised for the High School or

Higher Secondary Examination of the Board, or an equivalent depart examination conducted by the Education Department of the State corresponding examination of a similar institution situated out side M Pradesh provided that such an institution is recognised by an examinin whose examinations are recognised by the Board.

136. A student when applying for admission to a school shall brin him a leaving certificate signed by the Head of the Institution last atten the student.

137. A student who studied last at an institution connected with a other than the Board of Secondary Education Madhya Pradesh shall a Leaving Certificate from the Head of such Institution countersigned Inspecting Officer of the Institution in the State.

138. A student who owing to his failure at an annual examinatio institution has not been promoted to a higher class. shall not be admit such Higher Class in any other institution.

CHAPTER XIX–SUPPLEMENTARY EXAMINATION

139. Supplementary Examination shall be held not later than Au every year for candidates who, having appeared at an immediately p Examinations of the Board, fail in one subject only.

Such candidates who take the Supplementary Examination may visionally permitted by the Principals of the College at their own risk the next higher classes in an Institution recognised by the Board, pend result of the Supplementary Examination and count attendance in c are successful at the Supplementary Examination.

140. Candidates shall be declared to have passed the examination secure 33 per cent of the marks in the subjects in which they appear Supplementary Examination. No division shall, however be awarded candidates.

141. Candidates who failed either in the theoretical or practical science subject, shall be required to pass only in the part in which th failed. The minimum pass percentage shall be the same as in the candidates appearing in all subjects.

142. A candidate who desires to appear at an examination unde Regulations shall submit his application direct to the Secretary in a p form, so as to reach, him not later than 10th of July each year, toget the prescribed fee.

In addition to the above, each candidate will have to pay a fee o for paperwise marks in subject in which he has appeared.

A late fee of Rs. 5 will be charged if the forms are received after July but not later than 17th July:

Provided that the Chairman may in exceptional circumstances applications even later that 17th July.

143. Candidates who fail at or are unable to take the Supplement mination may be allowed to appear in that subject at the examinatio held in March-April subsequent to the Supplementary Examination.

144. Candidates who are successful at the Supplementary Examination, will be awarded a certificate in the form prescribed by the board.

145. A candidate, who fails to pass or is unable to present himself at the Supplementary Examination shall not receive a refund of his fee:

Provided that if a candidate dies before the commencement of examination his examination fee shall be refunded to his parents or guardian.

146. The Secretary shall, after satisfying himself that a candidate has complied with all the requirements for admission to the Supplementary Examination of the Board, furnish the candidate with a card of admission on presentation of which to the Superintendent of the Examination Centre, the candidate shall be permitted to sit for the examination.

147. The result of the Supplementary Examination shall be published under the order of the Chairman and no meeting of the Result Committee will be necessary.

148. A candidate who has appeared at the Supplementary Examination of the Board, may apply, to the Secretary for the scrutiny of his marks and the re-checking of his result in accordance with the rules framed by the Board.

CHAPTER XX—CONDITIONS OF SERVICE OF BOARD EMPLOYEES

149. The Regulations in this Chapter shall apply to all permanent whole time servants of the Board, excluding those whose services have been lent to the Board by Government.

150. Every appointment except to a temporary post shall in the first instance be on probation for a period of six months. The period of probation may be extended by such further periods as the Board may deem fit, but in no case the total period of probation shall exceed two years. The confirmation shall take effect from the date of expiry of the probation period.

151. No person shall be confirmed in his appointment unless he has produced a medical certificate of health from competent medical authority.

152. Increments shall be granted by the Secretary as and when they fall due, except in cases where in the Secretary's opinion there are sufficient grounds to stop them. In cases of stoppage of increments the persons for stoppage shall be recorded in writing and communicated to the person concerned.

153. The Secretary shall have full powers in matters, of leave, grant of increments, suspension pending departmental enquiry and imposition of minor punishments in respect of the ministerial and lower staff of the Board office:

Provided that such person shall have the right of appeal against the Secretary's order on a disciplinary matter, to the Chairman. The Chairman shall have similar powers in the case of Assistant Secretaries and his orders on a disciplinary matter shall be appealable to the Board.

154. For every servant, a service book or service roll shall be maintained in the form in which they are maintained in Government Offices, and the Secretary, shall have them kept up-to-date, and up-to-date leave account shall also be maintained by him in a suitable form.

155. The employees of the Board shall be eligible for medical reimburs ment and for grant of advances as are granted by the State Government to i employees to the same extent to which the Government servants of simil grades are eligible to such reimbursement or advances.

156. Any question arising in respect of any employees which is not coverc by these Regulations shall be decided by the Chairman according to the rul of the Government for the time being in force.

157. Scales of pay, minimum qualifications, age, etc., for the vario posts, shall be fixed by the Executive Committee.

158. The Board may obtain on loan services of any Government serva on such terms and conditions as may be agreed upon between the Board a the Government.

LEAVE RULES

159. Leave cannot be claimed as of right. When the exigencies of t public service so required, discretion to refuse or revoke leave of any descri tion is reserved to the authority empowered to grant it.

160. (a) Leave begins on the day on which transfer of charge is effect or, if charge is transferred in the afternoon, on the following day or after t Sunday or on the first day after the holiday which are prefixed to the leave.

(b) Leave ends on the day on which charge is resumed or if charge resumed before noon, on the preceding day. When a servant of the Board permitted to affix holidays to leave, his leave ends on the day on which it wou have ended if the holidays had not been affixed, and when a servant of t Board is permitted to prefix holidays to leave, his leave begins on the first d after the holidays:

Provided, however, that the absence during the holidays prefixed or affix must, not operate unfairly to any servant of the Board who during su absence, may be actually performing the duties of his post or of anoth similar post.

161. (a) No servant of the Board who has been granted leave on medic certificate may return to duty without first producing a medical certificate fitness.

(b) No servant of the Board who has been granted leave for reasons health, when such leave was not actually granted on medical certificate m be required by the authority which granted the leave to produce a medic certificate.

162. A servant of the Board who remains absent after the end of his lea is entitled to no leave salary for the period of such absence, and that peri will be debited against his leave account as though it were on half-average p unless his leave is extended by proper authority. Wilful absence from du after the expiry of leave may be treated as misconduct.

163. Subject to the limitation imposed by Regulation 16 any kind of lea admissible under these Regulations may be granted in combination with a other kind of leave already taken, whether of the same or of any other kind.

164. Leave admissible under these Regulations shall lapse on the day on which a servant of the Board must compulsorily retire:

Provided that if a servant has been denied in whole or in part on account of the exigencies of public service, the enjoyment pending retirement of earned leave which would otherwise reasonably have been granted to him, the authority having power to sanction leave may grant that leave to such extent as it may deem fit, even though it extends to a date beyond the date of compulsory retirement:

Provided further that a servant of the Board whose service has been extended in the public interest beyond the date of compulsory retirement may be granted any leave earned in respect of such extension in addition to the earned leave to his credit on the date of such extension, either within the period of extension, or, if the conditions of the preceding proviso are satisfied after its expiry.

GRANT OF LEAVE

165. A leave account shall be maintained in respect of all servants of the Board in the form prescribed for the services of Madhya Pradesh Government.

EARNED LEAVE

166. Earned leave admissible to a permanent servant of the Board will be one-eleventh of the period, spent on duty.

167 A servant of the Board will cease to earn such leave when the earned leave due amount to 180.

HALF PAY LEAVE

168. Half pay leave will be earned without any restriction as to the limits of accumulation in the course of service, at the following rates:—

20 days for each complete year of service.

COMMUTED LEAVE

169. At his option a servant of the Board can have the half pay leave due commuted into half the amount of "full pay leave." Such commuted leave will be granted subject to the limit of 180 days during the entire service except in case of servants below ministerial cadre for whom the limit will be 120 days during the entire service.

LEAVE NOT DUE

170. (1) Save in case of leave preparatory to retirement, 'Leave not Due' may be granted on medical certificate, such leave being limited to 180 days in case of officers and ministerial staff and 120 days in the case of others, during the entire service. Such leave will be debited against the half pay leave which the servants of the Board earn subsequently on return to duty.

(2) Leave not due should be granted only under extra-ordinary circumstances and if the authority empowered to sanction leave, is satisfied that there is a reasonable prospect of the servant returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter.

171. **Leave Salary.**—A servant of the Board on leave shall draw lea salary as follows :—

(a) If the leave is due, leave salary equal to average pay or to avera pay during the earlier portion of leave and half average pa during the remainder, as he may elect subject to the provisio of regulation 169, and

(b) In case of leave not due, leave salary equal to half average pay.

"Note :—The Term "Average Pay" for the purposes of these regulations w have the same meaning as is defined in the Government rules applicable the servants of the State Government.

CASUAL LEAVE

172. The amount of casual leave to a servant of the Board in a calend year shall not exceed thirteen days.

173. Casual leave shall not be allowed for more than eight days at a tir It may be combined with Sundays and other authorised holidays, provid that the resulting period of absence from duty does not exceed ten da Sundays or other authorised holidays when so combined with casual leave sh not be counted for the purpose of reckoning the total amount of casual le but only the working days on which an employee of the Board remains abs on casual leave shall be counted for reckoning the total amount of such leav

175. A record of all casual leave granted shall be maintained in register.

CHAPTER XXI—THE BOARD PROVIDENT FUND

176. In this Chapter, unless the context otherwise requires,—

(a) 'permanent' means confirmed in a post on which no other emplo of the Board has a lien and which is borne permanently on Board's Establishment:

Provided that in the case of a contract appointment, a person appoin to a post shall be considered as permanent for the period which the appointment is sanctioned, if the competent autho has confirmed the holder of the post in such contract post.

(b) 'salary' includes special pay or personal allowances but does include any acting or other allowances.

177. Every wholetime permanent servant of the Board other than whose services have been lent to the Board by the Government and who op for pension shall as a condition of service, become a depositor in the Boa Provident Fund from the month in which he is confirmed.

178. Subscription to the fund shall be at the rate prescribed in Madhya Pradesh Contributory Provident Fund Rules. Such subscrip shall be deducted monthly from the salary of the depositor and the amoun deducted shall be paid into the Board's Provident Fund, to the credit of depositor. A servant of the Board on leave on full pay shall continue to his subscription to the Provident Fund and may continue to do so at his opt if on leave on less than full pay. At the end of every month the Board shall

leave of such subscriber, make a contribution at the rate prescribed in the a Pradesh Contributory Provident Fund Rules and this amount shall ced at the credit of the—

9. Subject to the exceptions stated in Regulations 180 and 181 a or shall be entitled, upon leaving the service of Board, to draw out ceive the whole sum standing to his credit in the fund.

0. No servant of the Board—

(a) whose services shall have been dispensed with for what, in the opinion of the Executive Committee is misconduct, or

(b) who has been in the service of the Board for less than three years, or

(c) who resigns his appointment without giving reasonable notice shall be entitled to any sum or sums contributed by the Board or any part thereof, or any interest or other profit thereon.

31. In the case of a Board servant who is engaged for a term of years, and with or without the permission of the authority that appointed him, s his appointment before the completion of his first term of service, it be within the discretion of the Executive Committee to withhold part or whole of any sum or sums standing to his credit in the Fund that have been buted by the Board and of any interest or other profit thereon.

32. (1) In the case of illness of a depositor or any member of his family such other cases as may be specified by rules made by it in this behalf Regulation 9, the Executive Committee may advance to the depositor a not exceeding one-fourth of the sum to his credit at the time, subject to conditions regarding repayment as the Executive Committee may deem impose.

(2) Subject to such conditions as may be specified by rules made by it in behalf, the Executive Committee may advance to a depositor a sum not ling one-half of the contribution payable by him to the Provident Fund financial year in which the sum is paid, to meet payments towards insu- policies approved by the Executive Committve. Except as otherwise ed in byelaws such sum shall not be treated as repayable advance.

33. A depositor may from time to time make a declaration in the form he desires the amount standing to his credit in the fund to be paid at his and the said amount shall be paid to such person or persons. On such nt being made the Board shall be absolved from all liability in connec- therewith.

34. The Executive Committee may from time to time, besides making vs or issue such general or special directions as may be consistent with regulations as to—

(a) the conduct of the business of the Fund, and

(b) any matter relating to the Fund, or its management, or the investment of sums at the credit of the Fund, or the privileges of the depositors not therein expressly provided for.

185. The provisions of these Regulations shall be deemed to be ... of the appointment of every depositor in the service of the Board and binding on him as such.

186. The Fund shall from time to time be invested in such se... the Government or in such other. securities including the fixed dep... bank as may be approved. The account of the fund shall be kept ... forms approved by the Executive Committee

DECLARATION FORM UNDER REGULATION—183

I, ..., a servant of the Board of Secondary ... Madhya Pradesh, do hereby declare in the presence of the persons nam... that on my death the amount standing to my credit in the Board ... Fund shall be paid to—

(1) Full Name—

Relationship and address—

(2) Full name—

Relationship and address—

(3) Full name—

Relationship and address in the ratio of—

(1) Full name—

Signature, designation an...

(2) Full name—

Signature and designation of the...

BHOPAL:

The..19 .

CHAPTER XXII—PROVIDENT FUND FOR BOARD SERV... APPOINTED TO TEMPORARY POSTS

187. Board servants appointed to such temporary posts as may b... in this behalf by the Executive Committee from time to time shall, ... tion of their service, become depositors in the non-contributory ... Fund for temporary Board servants which shall be established from ... as may be fixed by the Executive Committee of the Board.

188. Subscription to the Fund shall be eight per cent on the sal... post which subscription shall be deducted monthly from the salary ... depositor and the amount so deducted shall be deposited into the fu... credit of the depositor. A Board servant on leave on full pay shall co... pay subscription to the fund and may continue to do so at his opti... leave on less than full pay.

). The depositor shall be entitled upon leaving the service of the Board r out and receive the whole sum standing to his credit in the Fund, r with such interest as may be earned thereon.

). In the case of illness of the depositor or any member of his family or other cases as may be specified by the Executive Committee in this be-e Executive Committee may advance to the depositor one-fourth of the his credit at the time subject to such conditions regarding repayment as cutive Committee may deem fit to impose.

l. If subscriber to this Fund is subsequently appointed as permanent of the Board without any break in the service, the Board shall, as with rom the date of his temporary appointment and in accordance with the on of Regulations contained in Chapter XX, make a contribution to nd at the prescribed rate.

HAPTER XXIII—TRAVELLING AND DAILY ALLOWANCE

. Travelling and daily allowances for journeys undertaking for doing rk of the Board shall be regulated as follows:—

(i) A member of the Madhya Pradesh Lagislative Assembly shall be paid travelling and daily allowances according to the Provisions contained in the Madhya Pradesh Lagislative Travelling Allowances Rules, 1957.

ii) Every other non-official shall be entitled to travelling and daily allowances according to the rules and orders for the time being applicable to the Government Servants of Grade I.

iii) Every official of the Government and the employees of the Board shall be entitled to travelling, daily and conveyance allowances according to the rules applicable to the Government Servants of the Corresponding grade from time to time.

). A member of the Board or a Committee of the Board who resides at ce of meeting or within five miles of the place of meeting shall be paid yance allowance of Rs. 4 for each day on which he attends a meeting in the case of a member of the Legislative Assembly who shall be paid allowance for attending such meetings in accordance with the provision Madhya Pradesh Lagislative Travelling Allowance Rules, 1957.

l. (1) The Chairman shall be the controlling officer in respect of his avelling and daily allowance bills and he shall also be the Controlling in respect of the bills of the Vice-chairman and the Secretary of the

The Secretary shall be the controlling officer in respect of the travelling ce and daily allowance bills of the members and employees of the nd persons other than those mentioned in sub-regulation (1).

. Payment of T. A. and D. A. to Non-official members may be made before their return journey starts.

. Non-official members may not necessarily give ticket numbers.

CHAPTER XXIV—REMUNERATION TO EXAMINERS, I

197. The following shall be the rates of remuneration to ex tabulators and checkers, etc., for the Board's Examination:—

A High School and equivalent Examination—

(1) For setting a paper—Rs 25.

(2) For setting a paper in Urdu Shikast—Rs. 10.

(3) For making each answer paper—Re. 0.50 P.

(4) For making Shikast sheets—Rs. 10 per one hundred can

(5) For practical examination, per candidate—Re. 1 with a fee of Rs. 15 for each institution to be equally devide the internal and external examiners.

(6) To the Head Examiner for checking practical work do examiners—Rs. 10 per hundred candidates.

(7) To the Head Examiner, in addition to the fee for marki papers or setting questions—Rs. 15 on the same cond the Intermediate, Higher Secondary School and Training Certificate Examination.

(8) For translating a paper and a part of a paper—Rs. 15 respectively.

B. Intermediate, Higher Secondary School and Teaches Certificate Examination—(Arts, Science, Commerce, Agricultu

(1) For setting a full paper—Rs. 30.

(2) For marking each answer paper— 80 Paisa.

(3) (a) For the practical examination in Science—Rs. 2 pe with a minimum fee of Rs. 25 per institution (to be equa between the internal and external examiner).

(b) For the practical examination in teaching—Re. 1 per ca each of the external examiner.

(4) For practical examination in Music—Re. 1 per candid minimum fee of Rs. 30 per institution.

(5) To the Head Examiner in addition to the fee for mark paper—Rs. 20 to be paid in respect of each sub-examin working under him, no additional fee being paid for ing marked answer books received from sub-examine supplying models to them. At least 5 models should b to each sub-examiner.

(6) For translating a paper and a part of a paper—Rs. respectively.

(7) To the Head Examiner in each practical examination in Rs. 10 per hundred candidates with a minimum fee of the whole work.

C. All Examinations—

(1) For tabulating—Rs. 30 per 100 candidates.

(2) For checking—Rs. 15 per 100 candidates.

(3) For cross-checking—Rs. 15 per 100 candidates.

(4) Tabla Player at practical Test in Music—Rs. 5 per day.

(5) Laboratory Attendant—Re. 0.12 per candidate.

(6) Minimum charges for Valuation—Rs. 10 irrespective of media of answer books.

(7) Writing stencils of question papers—Rs. 5 per paper.

D. Supplementary Examination—

(1) For tabulating and checking—Rs. 20 per hundred candidates (to be divided equally among the Tabulators and Checkers).

(2) For cross-checking—Rs. 10 per hundred candidates.

E. Miscellaneous—

(1) Writing the office and fair copy of the certificate issued to successful candidate—Re. 0.12 P. per candidate.

(2) Comparison of certificates—Rs. 5 per hundred candidates.

(4) Preparing mark sheets for individual candidates—Re. 0.12 P. per candidate and comparing of mark sheets from the tabulation register Rs. 5 per hundred mark sheets.

(9) Centre Charges, (Main Examinations)—Rs. 2 per candidate to be given to institution.

(10) Centre charges, (Supplementary Examination)—Re. 0.25 P. per candidate to be given to institution.

(11) Remuneration for the Examination to—

(1) Superintendents—Rs. 8.00 per day if candidates are up to 100. Rs. 10 per day, if candidates are more than 100, but not more than 150.
Rs. 12 per day, if candidates are more than 150 but not more than 300.
Rs. 15 per day, if the candidates are more than 300.

(2) Invigilator—Rs. 3 per meeting.

(3) Office Staff and Servants—

(i) Only one clerk will be allowed for each group of 250 candidates or its part. The rate of remuneration will be Rs. 2.50 per clerk, for every meeting of the examination;

(ii) Only four peons will be allowed up to first 300 candidates and one additional peon will be allowed for a group of every additional 100 candidates or its part. They will be paid at the rate of Rs. 2.00 per day.

Note :—No Class IV servant will be allowed at the centre from contingency amount, over and above the number specified above.

(4) Assistant Superintendent of Examination Centre—

(i) For candidates up to 500—one Assistant Superintendent.

(ii) For candidates above 500—two Assistant Superintendents.

(iii) The rate of remuneration for Assistant Superintendent will be Rs. 8 per day.

The remuneration of item No. 11 (3) and (4) will be calculated on the number of candidates registered at the centre. This remuneration will be paid for two days before the commencement and two days after the completion of the

examination. Payment for water charges may be ma
contingency.

(8) Renumeration to each number for moderating a paper—Rs.
paper for the High School Examination.

Rs. 10.00 per paper for the Intermediate, Higher Secondary
and Teachers' Training Certificate Examination.

(9) Remuneration for rechecking of results and re-totalling of
Re. 0.25 P. per answer-book.

(10) Remuneration for moderation of Memorandum of Instr
Rs. 5 per paper.

(11) Executive Committee shall have powers for fixing remu
for any other item not mentioned in these regulations.
also frame byelaws for payment to be made for overtime

CHAPTER XXV—MISCELLANEOUS

198. Teachers desiring to take up Board's remunerative work
payment of Rs. Two, be entitled to have their names enrolled in the
of Registered Teachers to be maintained in such from as may be presc
the Board. They will be considered, as for as possible, for the above
eligible under rules made in this behalf.

199. Detailed information regarding the Examination of the Bo
be given in the Prospectus of the Examination which shall be issued
by the Secretary of the Board.

200. The Board shall, from time to time, issue such instruction
admission of students in recognised institutions and for migration of
as may be deemed necessary, laying down the procedure of the exa
and prescribing the appropriate forms and registers in this behalf.

201. The Expression "A regular course of study" means attendan
least 75 per cent of the lessons and other teaching in a recognised in
in the subjects for the Examination at which the candidate intends to
and at such other practical work (such as work in a laboratory) as is
by these regulations or any other provisions in force for the time bei

202. The Board shall for the purpose of a regular course
prescribe minimum number of the meeting of a class that must be
preparaion for any of its examinations.

Note 1 :—The minimum number of days for which recognised
tions will be open during one academical year, shall be

203. No candidate will be presented for an examination of the B
a recognised institution, unless he has been present for at least 75 pe
the days for which the institution was open, and for at least 75 per cen
lectures delivered in each subject and at least 75 per cent of the tut
practical work classes if held in each subject.

204. There shall not be more than one period per section or gr
class devoted to Physical Education on any day in a recognised institu
minimum number of periods devoted to Physical Education in such a
tion during one academic year shall be one hundered. No candidate

presented for examination of the Board unless he has attended at least 75 cent of the period devoted to Physical Education or at least 75 per cent of N.C.C. parades and has been present at the Annual Camp of the N.C.C. ept private candidates and those who have been declared unfit for Physical cation by a Medical Authority who should be adequately qualified. In of special hardship the Head of the institution is empowered to exempt ents from instruction in Physical Education. The period for which a lidate has been declared unfit by the Head of the institution shall not be nted for the purpose of calculating his percentage of attendance.

205. Students of a Multipurpose or Higher Secondary School, who go out excursions in connection with the practical work in Economic, History, graphy, Commerce, Physics, Biology, or Chemistry shall be marked present nstitutions for the days they are out on such execursions.

206. In case of candidates who have failed or have been detained, and of se who, having passed the Junior Cambridge (Junior Local) Examination, admitted to Class X of recognised High School, the percentage will be calated for one academical year only.

The course for the High School Examination, being a two year's course each subject admission in Class X is not permissible except in case of candies who have failed.

207. In exceptional cases where a candidate has migrated from one institution to another, both being within the jurisdiction of the Board, if an ional subject taken by him is not taught in the latter institution, Head of Institution may permit a change of subject with the permission the Board. The attendance put in by a candidate in a subject which he sequently offers with the permission of the Board should be counted along h the attendance in the old subject for the purpose of calculating his rcentage of attendance in the new subject.

208. The Head of the recognised institution may condone a deficiency of more than 3 per cent of the total number of working days in the case of the gh School Examination and not more than 3 per cent of the number of tures in each subject in the case of the Higher Secondary School Examina- n (the theoratical, practical, tutorial counted separately). All the cases in ich the privilege is exercised must be reported to the Chairman.

209. In the case where deficiency exceeds the limits mentioned above, the ad of the institution may recommend a further condonation up to 4 per t to the Secretary, who, in exceptional circumstances, may condone it.

210. In very exceptional cases on strong recommendations from the Head the Institution and the Secretary, the Chairman may further condone a iciency of 3 per cent.

211. The regulations under the Madhya Pradesh Secondary Education t, 1959, are hereby repealed:

Provided that anything done or any action taken under the regulations, eby repealed shall, so far as they are not inconsistent with these Regulations, deemed to have been done or taken under the corresponding provisions of se Regulations.

S. D. DUBEY, Secy.,
Board of Secondary Education,
Madhya Pradesh, Bhopal.

राजस्व विभाग

भोपाल, दिनांक ६ जुलाई १९६७.

२१४७-३० ३२-सात-सा-१.—शुद्धि-पत्र.—राजस्व विभाग की अधिसूचना क्र. आर. ३३२-सात-सा-१, तारीख १५ दिसम्बर, १९६६. जो "मध्यप्रदेश राजपत्र" भाग ४ (ग) २३ दिसम्बर, १९६६ के पृष्ठ १०२४ पर प्रकाशित हुई है, में—

(१) शब्द "पद" के स्थान पर शब्द "मद" पढ़ा जाय, और

(२) शब्द "Palas (पलास)" के स्थान पर "छ: Palas (पलास)" पढ़ा जाय.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशा

ल. ना. सरा

अधीक्षक, शासन केन्द्रीय मुद्रणालय, मध्यप्रदेश, भोपाल द्वारा मुद्रित तथा प्रकाशित.

THE MADHYA PRADESH EDUCATION CODE

CHAPTER I—INTRODUCTION AND DEFINITION

1. *Introduction.*—This Code consolidates and unifies the rules and orders governing the administration and working of the educational institutions including training institutions in the State controlled by the Director of Public Instruction Education.

The provisions contained in this volume shall come into force from such date as may be specified by the Government and all provisions in the Education Manuals/Codes of different regions as also all orders passed, directions given by Government or the Directors which are covered by the provisions in this Code shall cease to have effect from the said date.

2. *Definitions.*—In this Code unless there is anything repugnant in the subject or context:—

(i) "Appendix" means an Appendix to this Code;

(ii) "Board" means the Board of Secondary Education established under Section 3 of the Madhya Pradesh Secondary Education Act, 1959 (10 of 1959);

(iii) "Code" means the Madhya Pradesh Education Code;

(iv) "Department" means the Directorate of Public Instruction, Madhya Pradesh and includes all offices subordinate to the Director;

(v) "Director" means the Director of Public Instruction Education. Madhya Pradesh;

(vi) "Divisional Superintendent" means the Divisional Superintendent of Education incharge of an educational division;

(vii) "District Educational Officer" means the officer incharge of education of a district;

(viii) "Form" means a form given in Appendix X ;

(ix) "Governing Body" means a body of persons having financial and general control of an institution;

(x) "Head of an Institution" means the person for the time being in administrative charge of an institution by whatever name called;

(xi) "Institution" means a school or other educational institution maintained or recognised by the Department and imparting instruction (a) at Pre-Primary, Primary, Middle or Secondary Stage, or (b) in a training College, Basic Training Institutions or (c) in a special school;

(xii) "Local authority" means a local authority within the meaning of the Madhya Pradesh General Clauses Act, 1957;

(xiii) "Middle School" means an institution which imparts general or basic education immediately after the stage of primary education and preceding immediately the stage of Secondary education;

(xiv) "Pre-Primary School" means a school where generally children of the age group 2½ to 6 years are taught;

(xv) "Primary School" means an institution which imparts general or basic education upto fifth class;

(xvi) "Scholarship" means a periodical payment made to a pupil of outstanding merit, to encourage him to continue his studies further;

(xvii) "Secondary School" means an institution which provides for education following immediately after the stage of middle school education and preceding immediately the stage of education controlled by a University established by law;

(xviii) "Special School" means a school as specified in clause (b), Rule 4;

(xix) "Stipend" means a periodical payment made to a deserving pupil of insufficient means, in order to assist him to prosecute his studies;

(xx) "Teacher" includes Craft Assistant, Demonstrator, Instructor, Lecturer, Assistant Professor, Professor and any other person engaged in teaching by whatever name called, in an institution;

(xxi) "Male" includes female;

(xxii) "Singular" includes plural;

(xxiii) "Guardian" includes a natural guardian or a local guardian;

(xxiv) "School Session" or academic Session shall commence on 1st July and end on 30th April unless a different period is prescribed for any particular institution.

CHAPTER II—ORGANISATIONAL SET UP OF THE DEPARTMENT

3. *Function of the Department.*—The Department is entrusted with the function of carrying out the educational policy of Government in the field of Pre-Primary, Primary, and Secondary education in the State and for that purpose to establish, maintain, supervise, control and administer, as the case may be, the general and special educational institutions in the State, to direct activities concerning the development of libraries and physical welfare and such other ancilliary activities as the Government may from time to time require the Department to undertake.

4. *Classification of Institutions.*—The institutions through which *imparting of instruction* is carried out by the Department are according to the aims of such institutions classified as institutions for general, basic and special education as follows, namly:—

(a) *Institutions for general education are:—*

(i) Pre-Primary, Montessory, Kindergarten, Nursery, Bal Mandir and any other like institution giving Pre-primary instruction.

(ii) Primary (Junior Basic) having classes from I to V.

(iii) Middle (Senior Basic) having classes from VI to VIII.

(iv) Multipupose/Higher Secondary having classes from IX to XI. They may have middle school classes (VI to VIII) attached. Multipurpose Higher Secondary Schools have more than two diversified courses, while Higher Secondary Schools have not more than two.

(b) Special schools are those in which special or professional education is given, such as:—

(i) Teachers Training *Institutions,*

(ii) Music Schools and Fine Arts Schools,

(iii) Oriental education schools, and

(iv) Institution for physical training and education.

(c) *The Teachers Training Institutions.*—The Teachers Training Institutions are further classified according to the standard of training imparted. They are:—

(i) Colleges of Education for Graduates, *with Dip. T. classes for under-graduates,* wherever sanctioned;

(ii) Basic Training Institution for under graduates.

5. *Classification According to Management.*—The institutions aforesaid are classified according to the management as:—

(i) *"Government Schools"* managed directly by the Department.

(ii) *"Local Body Schools"* managed by local authorities, and

(iii) *"Private Schools"* managed by private agencies.

6. *Educational Divisions.*—Taking the revenue district as the unit for the purpose of guidance, control and supervision, the State has been divided into 9 educational divisions, each division comprising of 3 to 7 districts and for field work each revenue district is further divided into ranges. The 9 divisions are :—

Division	District
(1)	(2)
1. Bhopal	Sehore
	Raisen
	Vidisha
	Rajgarh
2. Jabalpur	Jabalpur
	Sagar
	Damoh
	Balaghat
	Mandla
3. Bilaspur	Bilaspur
	Raigarh
	Surguja
4. Raipur	Raipur
	Durg
	Bastar
5. Hoshangabad	Hoshangabad
	Seoni
	Betul
	Chhindwara
	Nimar
	Narsimhapur
6. Rewa	Rewa
	Satna
	Sidhi
	Shahdol
	Chhatarpur
	Panna
	Tikamgarh
7. Indore	Indore
	Dhar
	Jhabua
	Dewas
	Khargone
8 Ujjain	Ujjain
	Ratlam
	Shajapur

	(1)		(2)
'6	Gwalior	.. ..	Gwalior Bhind Morena Datia Guna Shivpuri

7. *Director.*—The Director shall be the head of the Department and shall, subject to the general control and supervision by Government, have all powers necessary for carrying out the administration of the Department. He shall keep the Government informed of the state and progress of education, and the problems and public opinion thereon.

8. The Director shall be assisted in the discharged of his functions.—

(1) On the administrative side by such numbers of Joint, Deputy, Assistant Directors, D.S.Es., and D.E.Os.,

(2) On the academic side by the Principals/Headmasters, and such other officers and teachers.
as the Government may from time to time appoint.

9. *Divisional Superintendent.*—There shall be a Divisional Superintendent of Education in charge of each educational division and shall be under the direct control of the Director. The Divisional Superintendent of Education shall be responsible for the immediate supervision, control and administration of all Government educational institutions and offices and staff, other than the Colleges of Education, in his division and for the supervision of other recognised institutions within his jurisdiction.

10. He shall function as administrative and controlling officer under the Director.

11. *Assistant to Divisional Superintendent of Education.*—The Divisional Superintendent of Education shall be assisted by such number of Deputy Assistant Divisional Superintendents of Education as the Government may from time to time appoint. Such Assistant Divisional Superintendents of Education shall perform such duties as the Divisional Superintendent of Education may entrust to them.

12. *Functions and Duties of the Divisional Superintendent.*—The main duties of the Divisional Superintendent shall be:—

(a) To administer his division, controlling directly Government institutions except Colleges of Education and acting as adviser on educational matters to executive officers, private and local bodies and keep in touch with public opinion on education throughout his division.

(b) To inspect, and report on Government and other recognised schools and to assist managers and teachers in respect of any problems arising in the conduct of the schools as far as
any problems arising in the conduct of the schools as far as
lies in his power.

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Note.—Ordinarily Training Institutions and High-Higher Secondary/Multipurpose Higher Secondary Schools under his control should be inspected once a year. At the time of inspection, all school records, accounts and school examination results should be scrutinised, all classes inspected, and the arrangement and methods of teaching examined. The buildings, grounds and equipment, moral and physical training of the pupils, school discipline and efficiency of the staff, the management of the hostel and the funds maintained in the institution shall be paid special attention. Visits without notice may be paid to any recognised school, but generally notice should be given in the case of private schools in order to give the managers an opportunity to be present.

(c) To see that the departmental rules, regulations, curricula and conditions necessary for the continuance of recognition and payment of grant-in-aid are satisfactorily followed in the institutions.

(d) To inspect offices subordinate to him, to supervise the work of District Educational Officers and their assistants and to inspect schools in their charge to such an extent, as may be necessary for this purpose, as well as for tendering advice to local authorities and managers of private schools.

13. *District Educational Officer.*—Each revenue district shall have an officer known as the District Educational Officer. He shall be in full administrative charge of education in the district upto the middle school stage and shall supervise and control the same. He shall be under the control of the Divisional Superintendent of Education.

14. *Duties of the District Educational Officer.*—The main duties of the District Educational Officer shall be:—

(a) To exercise *direct* administrative control over all Government educational institutions in his district upto middle school stage, excepting middle departments of High/Higher Secondary/Multipurpose Higher Secondary Schools and Practising Schools attached to Basic Training Institutions;

(b) To inspect recognised middle schools in the district with a view to guide the teaching, management and other activities of the school and to ensure that regulations, curricula and the conditions necessary for continuance of recognition and payment of grant-in-aid are followed;

(c) To advice local authorities and private bodies in all matters concerning education in their charge;

(d) To supervise the work of Assistant Inspectors of Schools and to inspect schools in their charge to such an extent, as may be necessary for this purpose.

(e) To arrange for the holding of the school certificate examinations in his district.

15. The District Educational Officer shall be assisted by such number of Deputy and *Assistant Inspectors of Schools* as the Government may from time to time appoint. Such Deputy and *Assistant Inspectors of Schools* shall, perform such duties as the District Educational Officer may entrust to them.

16. *Assistant Inspector of Schools.*—There shall be an Assistant Inspector in charge of each range. He shall perform his duties under the immediate control of the District Educational Officer.

17. *Duties of Assistant Inspector of Schools.*—The main duties of the Assistant Inspector of Schools shall be:—

(a) To help the District Educational Officer in the discharge of his duties;

(b) To inspect every recognised primary school in the range at least twice a year, one visit being devoted to the improvement of methods of teaching and the other to the holding of the primary certificate examination;

(c) To be on tour for the above purpose for not less than 200 days in a year;

(d) To report to the local authorities and private bodies about the working of the schools managed by them and to suggest improvement.

18. *Administrative and Financial Powers of Officers.*—The Director and other officers in the Department shall exercise the administrative and financial powers delegated to them in Appendix-I and such other powers as may be delegated by Government from time to time.

19. *Channel of Correspondence.*—Normally no officer of the Department shall correspond direct with any superior officer, except his immediate superior. But where he receives a communication direct from any superior officer, he may send the reply directly to such superior officer; or where in a case of emergency he considers it expedient to communicate directly with a superior officer, he may do so, but simultaneously, he must send a copy of such communication to his immediate superior.

20. *Correspondence with Local Authorities.*—On all purely educational matters concerning local authorities, the Divisional Superintendent of Education and the District Educational Officer may address the local authority concerned direct. On any matter which raises issues *going* beyond purely educational matter, the educational officer shall address the local authority through the Collector.

21. *Correspondence with Heads of Institutions.*—In regard to institutions under the management of local authorities or private bodies, an officer of the Education Department shall normally address the *management* of such institution. But in regard to any purely routine matter, he may address a communication direct to the Head of the institution but shall simultaneously endorse a copy thereof to the management.

22. *Departmental Conferences.*—The Director, Divisional Superin-tendent, or District Educational Officer may hold a conference, annual or whenever necessary of the officers subordinate to him and of select teachers of the institutions under his control for discussion of pure educational matters, examinations, school management, administratic and other departmental questions. When considered necessary, loc authorities and the managers of private institutions may be invited send members of their staff.

CHAPTER III.—MANAGEMENT OF PRIMARY, MIDDLE AND SECONDARY SCHOOLS

23. *Recognition.*—All schools other than Government schools, pr viding for primary, middle and secondary education shall, as soon may be, obtain recognition in accordance with provisions hereinaf following.

24. (1) Recognition to classes I to VIII shall be given by the D partment and to classes IX, X and XI by the Secondary Educati Board and the Department.

(2) The general conditions for recognition by the Department sh be that:—

(i) the institution shall conduct courses of study which confor to the standards prescribed by the competent authority,

(ii) the institution shall be open to inspection by the Departme at all times,

(iii) such standards of management, complement of teache equipment and instruction as are required by the Depa ment shall be maintained to the satisfaction of the Depa ment.

(3) Every recognised institution shall comply with the rules force from time to time as issued by the Department and also with all orders issued by the officers of the Department.

25. (1) The application for recognition by the Department of *Primary* or Middle School shall be submitted to the District Educatio Officer in Form 1 and that officer shall, after making such enquiry as considers necessary, either grant or reject the application.

(2) Any applicant aggrieved by the order of the District Edu tional Officer may appeal to the Divisional Superintendent of Educat and his decision shall be final.

26. *Size of Classes.*—(1) The limit of enrolment per class or s tion of a class in a High School or a Higher Secondary School sh be regulated by rules prescribed by the Secondary Educatoin Board. Primary and Middle Schools, not more than 50 pupils shall be enrol in any one section of a class subject to prescribed floor space standa as given in Appendix II, being duly observed. No teacher in a prim school shall be in charge of more than three classes or 50 pupils.

(2) No additional section of a class shall ordinarily be opened in any school unless the minimum enrolment in the additional section is 15.

27. *Enrolment in Classes.*—The prescribed limit may be relaxed by the District Educational Officer in the case of Primary and Middle Schools and by the Divisional Superintendent in the case of Secondary Schools, to enable children or wards of Government servants on transfer to obtain admission;

Provided that:

(a) no vacancy in the class in question is available in any recognised school in the area, and

(b) there is space and equipment in the class.

28. *Medium of Instruction Linguistic Minorities in Primary Schools.*—(1) Ordinarily the medium of instruction in all primary schools in the State shall be Hindi. However, pupils belonging to any minority group shall constitute a linguistic minority for the purpose of provision of facilities for instruction, through the medium of their mother tongue at the primary school stage, and where there are, not less than 40 pupils in a class, at least one teacher shall be provided.

The mother tongue will be the language declared by the parent or guardian to be the mother tongue.

(2) If the number of pupils of linguistic minority group in a particular area is sufficiently large so as to justify a separate primary school, such a school shall be opened and a medium of instruction in that school shall be the mother tongue of the pupils.

The official language of the State should be taught from class III as an optional subject in such schools. And to this end teachers who know Hindi in addition to minority language concerned should as far as possible be appointed/posted to such schools.

29. *Reservation for Scheduled Caste & Scheduled Tribes.*—Reservation of vacancies in Government Schools for Scheduled Castes and Scheduled Tribes shall be in accordance with the orders of the Government as may be issued from time to time.

30. *Religious Instruction.*—(1) No religious instruction shall be provided in any educational institution wholly maintained out of State funds.

(2) Nothing in the above paragraph shall apply to an educational institution which is administered by the State but has been established under any endowment or trust which requires that religious instruction shall be imparted in such institution.

(3) No pupil attending any recognised educational institution or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted, or to attend any religious

worship, that may be conducted in such institution or in any premises attached thereto unless such pupil or if he is a minor, his guardian, has given his consent thereto, in writing. Such instruction, if imparted, shall be out of school working hours.

31. *No. of days the School should remain open.*—Schools of all grades shall remain open for a minimum period of 200 days in one school session.

32. *Holidays in Recognised Schools.*—(1) On all Sundays and on days notified as school holidays by the Director all the recognised institutions shall be closed.

(2) Schools in rural areas and schools under the private managements in urban areas, the latter with the sanction of the Managing Committee, may close on the local bazar day or some other day of the week instead of on Sunday. The number of holidays for local festivals and for other reasons shall not exceed 7 days (including holidays declared by the Collector) in a school session. The Head of the institution shall decide the local holidays at the beginning of the school session and forward a list of such holidays to the District Educational Officer or Divisional Superintendent of Education as may be appropriate.

33. *Vacation.*—(1) Summer vacation shall ordinarily be for two months from 1st May to 30th June.

Provided that:—

(a) in the middle and primary schools in rural areas the vacation shall not exceed sixty days; and the actual dates of such vacation shall be as fixed by the District Educational Officer in consultation with the Collector keeping in view the sowing and harvesting seasons in the district;

(b) Secondary, Primary and Middle Schools situated at Pachmarhi shall be closed for vacation from 16th July to 15th September; and

(c) Agricultural Middle, High and Higher Secondary Schools shall be closed for vacation from 16th April to the 14th June.

(2) A short term winter vacation shall begin from the Gazetted holidays for Deshehra and terminate with the end of gazetted holidays for Diwali in all grades of recognised institutions.

34. *Closure of Schools in an Epidemic area.*—In the event of an epidemic in an area the closure of schools shall be done in accordance with the orders of the Collector of the district, and further steps shall be taken in accordance with the orders of the District Educational Officer or the Principal as the case may be.

35. *Hours of Study.*—(1) The actual time for instruction in a recognised school shall not be less than $3\frac{1}{2}$ hours, and shall not exceed 5 hours per day. The time allowed for recess, physical actitivities, and moral instructions, shall not be reckoned within these limits.

(2) In Primary schools no period for any one subject shall be of a duration of less than 30 minutes and shall not be longer than 40 minutes except, that for practical work the period may be extended beyond 40 minutes. In other schools the teaching period shall not, ordinarily, exceed 45 minutes, except for Science or other practical work.

(3) The minimum limit shall ordinarily be followed only in schools working in double shift.

36. *Buildings.*—In all recognized schools the buildings used for class purposes shall ordinarily be in accordance with the requirements laid down in Appendix II and the instructions issued by the department from time to time.

37. *Furniture and Equipment.*—Furniture, apparatus and other equipment shall ordinarily be provided in accordance with departmental requirements laid down in Appendix III. In Secondary Schools, where science is taught, suitable arrangements for practical work *shall* be made.

38. *Use of staff Buildings and other Equipment for Public Examinations.*—If called upon to do so, managements of recognized institutions shall place their buildings, staff, furniture and apparatus at the disposal of the department for examinations, seminars, tournaments and for such other purposes as the department may direct.

39. *Admission.*—(1) The guardian of a child desiring to seek admission to a school shall submit an application in form No. 2; and where the child is being admitted for the first time in any recognised school the guardian of the child shall where possible, accompany him and declare in writing in the application the date of birth of the child (giving the date, month and year according to the English calendar) and also declare that the child has never before attended any recognised school. If he has any horoscops or any other proof of date of birth, he may give particulars thereon. If the *guardian* knows only the day in accordance with any Indian calendar, he shall give information thereof and the date, month and year shall be reckoned therefrom. Where the guardian is unable to give precise information then from the information that he may give, the year may be calculated and where the month is not known then July shall be treated as the month. Where the year and month are known but the day is not known, then the 15th of the month stated by the applicant shall be treated as the date of birth. Where it is not possible for the guardian to accompany the child the person authorised in this behalf in writing shall do so.

(2) The Head of the institution after verifying the particulars stated in the application and the date of birth from the proof and other information given by the applicant shall enroll the child in his school.

40. *Transfer Certificate.*—The guardian of a pupil, who seeks admission on transfer from any other recognised school in Madhya Pradesh, shall along with the application for admission, submit the transfer

certificate from the school last attended. The Head of the institution shall deal with the application in accordance with the provision contained in Rule 39(2).

41. *Migration Certificate.*—Where the guardian of a pupil seeks admission for a pupil, who last attended a school in another State, the application for admission shall be accompanied by the migration certificate issued by the Head of the institution last attended by the pupil. Such migration certificate shall bear the countersignature of the gazetted educational officer in charge of the district in which the school is situated. Where the migration certificate does not bear such counter-signature, the Head of the institution in which admission is sought, may provisionally admit the pupil to such class as he *considers* him fit, and give to the guardian of the pupil concerned two months time to obtain the counter-signature of the competent officer.

42. Where the guardian of a child, who has not studied in any school, applies for admission for the child, to a class other than the initial class, the Head of the institution shall after testing him admit him to such class as the Head of the institution finds him fit for. The provisions of rule 39 with respect to date of birth of the child, shall apply to an admission under this rule.

43. *Equal treatment to Pupils.*—No pupil shall be refused admission to a school on account of his caste, race or religion. A pupil when admitted to a school shall not be treated differentially or with discrimination.

44. *Admission Register.*—Every school shall maintain an admission register which shall be in Form No. 3. As soon as an application for admission is granted, initially or on the basis of a transfer or migration certificate, it shall be given a serial number, and that serial number and the other particulars given in the application form, shall be incorporated in the admission register. The entries so made in the admission register shall be attested by the Head of the institution. The entries in the admission register in respect of each pupil admitted on the basis of transfer or migration certificate, shall be made strictly and scrupulously on the basis of information furnished in such certificate.

45. If it is found at any time that the particulars given in the application form are false and incorrect, the Head of the institution may remove the student concerned from the institution after giving a notice to the guardian to that effect and report the matter to the District Educational Officer or Divisional Superintendent of Education, as the case may be, for such further action as he may deem fit.

46. *Transfer Certificate.*—(1) Whenever the guardian of a pupil who has been admitted to a school, applies for a transfer certificate, it shall be granted in Form No. 4, except in cases in which any amount by way of fees or other school dues is outstanding against him. In such a case, the amount due shall be communicated to the *guardian* in writing and he shall be informed that the transfer certificate shall be issued on

receipt of the amount. If the guardian of the pupil refuses to pay the dues, the transfer certificate shall not be granted. The guardian aggrieved by the decision of the Head of the institution may appeal to the District Educational Officer or Divisional Superintendent of Education, as the case may be, whose decision shall be final.

(2) A register in Form No. 5 shall be maintained at all schools to record all issue of transfer certificates.

(3) On application, a duplicate copy of the Transfer Certificate shall be issued, on payment of a fee of Rs. 2 only.

47. *Record of date of Birth.*—(1) A copy of the record of the date of birth, entered in the admission register for the first time shall be given to the guardian intimating him that no request for the change in the date of birth shall ordinarily be entertained; unless it is made for adequate reasons and within one year of the first admision. The date of birth shall be given in all progress reports of the pupils.

(2) If a guardian finds the date of birth so declared is inconsistent with the date entered in the school record, progress report, or school certificate, he shall send to the head of the institution an application explaining the *error*. In the case of clerical error, the head of the institution shall correct the entries, according to the original declaration of the *guardian*, under his signature and inform the guardian accordingly.

48. *Change in date of Birth.*—(1) If a change, in the original declaration or entry in school record, after the *first admission,* is desired, the guardian shall send to the head of the institution an application supported by sufficient evidence of the incorrectness of the original entry and an adequate explanation of the reasons for the mistake along with the documents given below:—

(1) Horoscope or other documents, if available;

(2) Certified copy of the Municipality/Panchayat/Hospital/Maternity Primary Health Centre record/Kotwar record.

(3) Affidavit sworn by the parents or guardian before a 1st class Magistrate regarding the charge required and the correct birth date of each living or dead child born at the same month and the date of marriage of the parents of such children;

(4) Certificate from two respectable persons not related to the pupil regarding the knowledge of the correct date of birth of the pupil;

(5) Copy of Treasury Chalan crediting the fee of Rs. 5 in the Government Treasury.

(2) Such application may be made at any time but not later than the 31st day of October of the year in which the pupil is due to appear at the final examination of the Higher Secondary School.

(3) This application shall be sent by the head of the institution to the District Educational Officer, if the school in which the pupil is enrolled is a Primary or Middle School not attached to a Higher Secondary School; and in other cases to the Divisional Superintendent of Education concerned.

(4) The officer concerned shall investigate the evidence produced and if there are strong grounds adduced to show how an incorrect entry was made, at the time of admission of the pupil to the school; shall order the change to be effected in the school records and inform the guardian accordingly.

(5) The State Government may call for and examine the record of any case pending before or disposed of by a competent authority acting in the exercise of any power conferred by or under these rules and may pass such orders as it thinks fit.

49. *Date of Birth Certificate.*—On demand by the guardian or by the pupil concerned, the Head of a recognised institution, shall issue a birth date certificate on payment of Rs. 2. The amount in the case of Government Schools shall be deposited in the Treasury and in that of non-Government schools deposited in the funds of the school concerned.

50. *Continuous absence and non-payment of fees.*—The name of a pupil admitted to a school shall not be struck off the rolls, except on grounds of:—

(a) continuous absence, without adequate reason, for a period of 15 working days,

(b) non-payment of school dues on the prescribed date:

Provided that, before stricking off the name from the rolls, the head of the institution shall issue in writing to the guardian two successive weekly notices informing him of the action proposed to be taken.

(2) The pupil, whose name has been struck off the rolls of a recognised school, shall not be admitted to the same or any other recognised school without payment of arrears of fees and other school dues as calculated in accordance with the rules regarding the charging of fees and other dues.

51. *Curricula.*—All recognised institutions shall follow the curriculum as prescribed from time to time by the authorities mentioned in the Table below, namely:—

Table

(i) Pre-Primary	
(ii) Primary	
(iii) Middle	Director.
(iv) Secondary	
	Board.

52. *Class Teacher*.—In addition to the teaching work allotted to him, a teacher, if required, shall work as a class teacher in any section or class in the institution. In addition, he may be required to perform the work of collecting fees, marking attendance, organising of, and assisting in extra-curricular activities and such other work as may be entrusted to him by head of the institution.

53. *Attendance*.—In the case of primary and middle school classes, the roll shall be called and the attendance marked in the attendance register (Form No. 6) every day in the first period and re-checked occasionally in subsequent periods.

54. *Maintenance of discipline*.—(1) The Head of an institution and his staff, *are* responsible for *maintaining* order and discipline in the institution. The Head of the institution shall frame and issue from time to time disciplinary rules for the institution to secure that:—

(i) students attending the institution are in a suitable clean and decent dress and clean in person;

(ii) the use of tobacco or intoxicants is strictly forbidden;

(iii) the students are properly engaged in extra-curricular activities and their corporate life is well organized after school hours;

(iv) there is proper arrangement to check up the activities of students within the premises of the institution and outside; and

(v) the student follow proper manners.

(2) Members of the staff in the institution shall assist the Head of the institution in maintaining discipline.

55. *Punishment*.—The head of institution is competent to inflict any of the following punishments on a pupil of his institution:—

(i) Detention and imposition of tasks for neglect of work;

(ii) Fines for offences for which the resposibility largely rests with the *guardian;*

(iii) Corporal punishment.

Note.—As a general rule corporal punishment should not be resorted to in schools. In exceptional cases it shall be administered in Secondary Schools for boys only for specific reasons to be recorded in a punishment Register. In no case the punishment shall exceed six strokes administered on the palm of the hand with a cane.

56. *Rustication*.—(1) Rustication is expulsion of a pupil from a recognized school for a specified period. *This punishment shall not be inflicted on a pupil of a Primary or Middle School.* It *may* be inflicted by the head of any other institution for good and sufficient reasons to be recorded in writing. The guardian shall be informed about it at once and a report shall be sent to the Divisional Superintendent of Education stating the reasons for rustication. An appeal shall lie to the Divisional

uperintendent of Education, who shall take into consideration the port of the Head of the institution before awarding a decision on the peal. The decision of the Divisional Superintendent of Education sh be final.

(2) A rusticated pupil shall not be admitted during the specif period to any recognized institution or public examination in the Sta

57. *Removal.*—The head of an institution other than a Primary Middle School shall have the power to remove from his institution a pupil guilty of misconduct or conduct prejudical to the discipline of school. The decision of the Head of the institution shall be final. pupil so removed may join another school.

58. *Discharge in Government Schools.*—Any student in a Gove ment Secondary school who has completed two years in the same cl and appears unfit to continue his studies shall be liable to be dischar and his name be struck off the rolls by the head of the institution.

59. *Entry of Rustication etc. on Transfer Certificates.*—The fact rustication (stating the period) or removal, or discharge shall invar bly be entered on the transfer certificate issued to the pupil.

60. *Age Limit.*—A pupil whose age exceeds 20 years at the beg ning of the school session, except a pupil belonging to Scheduled Caste a Scheduled Tribe, shall be liable to be struck off the rolls of a Gove ment Secondary School at the discretion of the Head of the institutio

61. *Private Tuition and Avocations.*—Except as prescribed in R 62, no employee in a recognized institution shall engage himself in vate work of an honorary or remunerative character such as part-ti work, private tuition, writing, publishing or editing books or periodic or join college or appear at higher examination to the detriment of legitimate duties, without obtaining specific written permission of competent authority.

(2) Rules regarding grant of such permission to the teaching s in Government institutions are given in Rule 167-171 of this C Other recognized institutions may also follow the same rules except th permission from the Governing Body concerned, shall be obtained.

62. *Work and Remuneration which can be taken up without mission.*—The following work and the remuneration, therefor, may accepted by the employees of recognized institutions, provided that th legitimate duties do not suffer in consequence, and that they do not t part in political actitvities, if any, relating to work mentioned below:

(i) Postal duties;
(ii) Licensed Stamp Vendor's duties;
(iii) Cattle pound duties;
(iv) Part-time duties of Panchayats or Co-operative Societies;
(v) Social Education and Libraries.

Note.—No teacher shall, ordinarily accept more than two of the ab works concurrently.

CHAPTER IV.—HOSTELS

63. *Residence of Students.*—(1) Every pupil of a recognized educational institution shall reside either (a) with his guardian; or (b) as a boarder in a hostel maintained or approved by the institution concerned. (Hereinafter referred to as a "Hostel".)

(2) The head of an educational institution, shall maintain full particulars regarding the place of residence of each pupil. A pupil, not residing with his local guardian or at a hostel, shall be liable to be discharged from the institution.

64. *Hostel Warden.*—Every hostel, attached to a recognised institution, shall for purposes of day-to-day administration, be in charge of a Warden, who shall be from amongst the school staff and shall reside in or near the premises. He shall be responsible immediately to the head of the institution for all matters concerning the hostel. His duties shall be to see—

(i) that the buildings and their premises are kept clean and in a sanitary condition;

(ii) to the proper maintenance of discipline and adherence to hostel rules by boarders;

(iii) to the proper control of the hostel servants, messing arrangements and accounts;

(iv) that fees and other dues from boarders are regularly recovered and deposited in Government treasury in the case of Government institutions and to the school fund in the case of non-Government institutions;

(v) to the proper maintenance of accounts of funds and records of the same and also to the maintenance of admission, attendance, store and stock registers as per rules in vogue.

65. *Free residential quarters to Warden in Government Hostels.*—In Government institutions, the Hotel Warden shall be provided with rent-free quarters. Other charges shall, however, be paid by the occupant. In case, there are no such quarters, payment of a suitable rent in lieu thereof may be considered by the Department.

66. *Prefects in Hostels.*—The Hostel Warden may be assisted in the management of the hostel by one or more senior boarders to be called Prefects, (one for every 50 boarders) who shall be nominated annually by the Warden, subject to the approval of the head of the institution. The prefect shall help the Warden in the maintenance of discipline, observance of hostel rules, cleanliness, mess arrangement and in such other matters as may be desired by the Warden. Cases of indiscipline, misconduct or illness, shall immediately be reported by him to the Warden. The Warden may, with like approval, remove a prefect at any time, if his work or conduct is not considered satisfactory.

67. *Reward to Prefects in Government Institutions.*—In a hostel attached to a Government institution the prefect shall be entitled to a remuneration of Rs. 25 for the whole school session.

68. *Responsibility of Head of Institution.*—The head of the instit tion shall be ultimately responsible for the discipline, control and co duct of a hostel.

69. *Conduct of Hostel Business.*—The Warden shall frame regul tions for the discipline and day-to-day conduct of business of the host with the approval of the head of the institution. These regulations sh be strictly adhered to by all the inmates. A set of these regulations sh be displayed on the notice board of the hostel, for the information of concerned.

70. *Punishments in Hostels.*—Breaches of regulations made und rule 69 and acts of indiscipline and misconduct in a hostel shall punishable by the Warden, provided that infliction of corporal punis ment and removal from the hostel shall rest with the head of the instit tion.

71. *Admissions & Reservations.*—Admission to the hostel, shall granted by the head of the institution on a written application from t *guardian* of the pupil. In granting such admission, preference shall given to pupils coming from outside places. The admission so grant shall extend for a period of one school session only.

72. *Management of Government Hostels.*—(1) In hostels manag by Government, the following provision shall be made:—

(a) accommodation,

(b) furniture,

(c) medical attendance.

(2) Recurring contingent expenditure, shall be met from the hos contingencies, placed at the disposal of the, institution. Other expen shall be paid for by the boarders.

73. *Hostel servants.*—The head of the institution shall appo hostel servants at the rates fixed by the Collector, from time to time, the number of such servants shall not exceed the number sanctioned Department.

74. *Dues to be paid by Boarders.*—On admission, a boarder sh pay the following:—

(i) Admission fee,

(ii) Caution money as fixed by the head of the institution,

(iii) Monthly hostel fee,

(iv) Monthly Mess Advance.

75. *Caution Money.*—The amount of caution money, shall be de sited in the Post Office or in the P. D. account of the head of the insti tion. It shall be returned after deducting dues, if any, to the boarder c cerned, when he leaves the hostel finally.

76. *Hostel Fees.*—(1) The hostel fee in Government institutions shall be charged at the rates fixed by the State Government, from time to time, along with an admission fee of Re. 1 for the first time. The Governing Bodies of non-Government institutions may fix, with the sanction of the *Divisional Superintendent of Education,* the rate of fees, for their hostels according to the facilities provided.

(2) The fee shall be charged monthly except for summer vacation from the month of admission and shall be payable in advance before the 15th of each month. A defaulter shall be charged a fine of 5 paisa per day from the 16th to the last day of the month and after that, if no payment is made, his name shall be struck off from the roll after giving him a week's notice. Re-admission, if granted, shall be subject to the payment of all outstanding hostel dues and the fees required to be paid under sub-rule (1).

77. *Messing Arrangement.*—The hostel mess shall ordinarily be managed by the boarders themselves, under the supervision of the Warden, in accordance with the rules given in Appendix IV.

REVISED DRAFT RULE 78

78. *Hostels Medical Attendance.*—Every hostel shall make arrangements for weekly visits by a Registered Medical Practitioner recommended by the Civil Surgeon of the district concerned. Such Practitioner, shall also be required to attend the Boarders, who may be ill.

79. *Medical attendance in Government Hostels.*—(1) In Government institutions, the Medical Officer in charge of the nearest dispensary, or as decided by the Civil Surgeon, shall be paid an allowance at the rates given below for this work:—

For 15 boarders or less—Rs. 10 per mensem.

From 16 boarders to 25 boarders—Rs. 15 per mensem.

For every 5 or less boarders beyond 25 an additional fee of Re. 1 to the maximum of Rs. 50—per mensem.

(2) The allowance shall be calculated on the average number of boarders in residence during the month. Fractions shall be omitted. No allowance shall be payable for the months of May and June, unless the Medical Officer is called upon by the head of the institution to visit the hostel in these months.

(3) Hostels attached to non-Government institutions shall be open for inspection by the inspecting authorities of the Department.

CHAPTER V—TEXT, LIBRARY AND OTHER BOOKS AND PERIODICALS FOR USE IN SCHOOLS

80. *Text Books.*—Text books and other books of study for courses of secondary education in recognised schools shall be as may be prescribed by the Board from time to time.

81. *Nationalised text books.*—(1) In recognised primary and middle schools, text books prescribed by the State Government shall be used. The

State Government may either select and prescribe text books for the classes, published by private publishers on the basis of recommendation of a Text Book Committee, appointed by the State Government or publis its own Text Books.

(2) The Text Books Committee, referred to in sub-rule (1) above, ma be a Committee different from the Text Book Committee (constituted und Section 18) of the Board.

(3) The State Government may frame rules and prescribe the proc dure to be followed by the Text Book Committee referred to in sub-rule (for selection of Text Books, published by private publishers, and for sele tion of writers, authors, illustrators of nationalised Text Books, and f their publication.

82. *Changes in sanctioned Text Books.*—No change shall be made a sanctioned text book, without the previous sanction of the Sta Government.

83. *Books, Magazines, periodicals, etc., for use as a prize.*—(1) Pu lishers, authors, or other persons desiring consideration of a publicatio for use as a prize or library book in schools, shall submit to the Directo three copies of the book and three consecutive issues of a magazine periodical for review and approval, along with a treasury chalan crediti a fee of Rs. 20 per book, magazine or periodical under the head "XXI Miscellaneous-Education" in any Government Treasury in Madhya Prade or a crossed postal order in the name of the Director, if the publishe author resides outside Madhya Pradesh.

(2) Publications brought out by the Government of India, emine organizations (e.g., Unesco, Sahitya Academy etc.) and authors an writers of outstanding merit, may be exempted by the Director from th provisions of sub-rule (1).

84. *Procedure for consideration.*—(1) (a) Any map, chart or sim lar publication received by the Director under sub-rule (1) of Rule 83 ma be approved or rejected by him in his discretion.

(b) Any book, magazine, newspaper or periodical received under su rule (1) of Rule 83 may be referred to an officer of the Department, who the Director may select, or in a special case to any person selected by th Director for the purpose (hereinafter referred to as "Reviewer") or may b sanctioned or rejected in his discretion by the Director.

(2) Where a book, newspaper, magazine or periodical has been refe red to reviewer, he shall give his opinion as to the suitability of the book magazine, periodical or newspaper for use as a prize or library book. Th reviewer shall also give the full account of the subject matter, style, valu and tendency of the publication together with his comments as to the pric printing and illustrations. In particular he should specifically mentio objectional portions, if any, and if there are none, he shall say so.

(3) The reviewer shall receive a remuneration of Rs. 15 for the revie of each book, periodical or newspaper from the Director, and be shall b entitled to retain a copy of the publication received for review.

85. On receipt of the review, *the Director* may either sanction it as suitable for use in libraries or as prize for students or refer it to another reviewer, or reject it, as he may consider fit. The Director's decision shall be final.

86. *Orders regarding sanction or rejection.*—When a book, periodical, map, chart or newspaper is sanctioned *for* use in libraries or as prizes for students, the order of sanction shall be communicated to the applicant, publisher or author and circulated to the educational institutions concerned. Lists of books, periodicals, charts, newspapers, so approved, may also be published periodically by the Director. In case of books, maps, periodicals, charts and newspapers which are rejected for use in libraries or as prizes for students the order of rejection, shall be communicated by the Director to the applicant, publisher or author without assigning any reason.

87. *Use of text books and teachers' books as library and prize books.*—All text books sanctioned for use in schools hall, *ipso facto*, be deemed as sanctioned as prize and library books. Departmental sanction is not required for books intended solely for teacher's use provided that, the keys of Text Books and recommended books, shall not be purchased for such use.

88. *Powers to prescribe or prohibit books, magazines, news papers. etc.*—The power to sanction or prohibit any particular book or books, periodicals, newspapers etc., for use in school, school libraries and as prizes book, shall vest in the Director. Sanction once accorded may be withdrawn by the Director at any time for reason to be recorded in writing.

89. *Prohibition to use unauthorised Books.*—No recognised institution shall use any text, prize or library book or any newspaper, magazine or periodical which is prescribed for use in schools. Failure to observe this rule on the part of any institution may entail exclusion from the list of recognised schools, or forfeiture of Government grant in while or part.

90. *Purchase of Books.*—The Department does not undertake any responsibility for purchase or sale of publication sanctioned for libraries and prizes. Heads of institutions or Governing Bodies may purchase the required number of copies of such publications from the funds allotted to them for this purpose.

(2) While making the purchase of a book or periodical, heads of institutions shall give priority to the books included in the list issued by the Department. They shall see that no book or periodical proscribed or specifically ordered by Government or the Director for exclusion from the list is purchased.

Note.—The inspecting officers at the time of inspection should satisfy themselves that the books, periodicals etc. used in schools are not prescribed ones and that they are intended for the class in which they are used. He should not recommend the use of any particular book unless he is asked by the school authorities to do so.

CHAPTER VI—CURRICULAR AND STUDENTS WELFARE ACTIVITIES

91. *Physical Training.*—Physical education, including games, shall be compulsory in all recognised institutions. Students, who have been declared medically unfit for physical activities, shall be exempted. *These activities shall also be supervised by teachers.*

92. *Tournaments.*—Annual tournaments shall be held for primary as well as secondary schools. These tournaments shall be on district, divisional, State and National level, and shall ordinarily be held before December.

93. *National Cadet Corps.*—Units of Junior Division of N.C.C. may be raised by the department in secondary schools in the State, subject to the availability of funds, and fulfilment of other conditions of the N.C.C. Act and rules. Training of pupils enrolled as cadets, shall be arranged by the Directorate of N.C.C.

94. *Library and Reading Room.*—All recognised institutions shall maintain a library and a reading room for the staff and students. The libraries shall be well maintained and equipped and shall adequately cater for the requirements of teachers and pupils. *Care shall be taken in the selection of books and periodicals.* The library should be kept up-to-date.

95. (1) The library and the reading room shall ordinarily be in-charge of a teacher or incharge of the librarian, where one is provided. He shall issue books to teachers and pupils, at fixed times, and shall maintain the required record.

(2) The books for the pupils shall be suitably graded and classified according to the *age of pupils or classes,* for whom they are suited, and systematically arranged. The responsibility for selection of suitable books, periodicals and newspapers for the library and reading room shall rest with the head of the institution.

96. Heads of all recognised institutions *shall* make proper arrangements for encouraging literary, physical and cultural activities, in their schools. Observance of all important days and weeks as listed by the Department, from time to time, should be given proper attention. In addition to this, they are expected to encourage their students to participate in all important shool actitivities, such as, scouting and girl guide, social service, science clubs and National Physical Efficiency Drive.

97. *Medical Inspection of Scholars in Schools.*—All Government primary and secondary schools shall be inspected by Government Medical Officers or Registered Medical practitioners as recommended by the Civil Surgeon of the District concerned.

(a) Once in a quarter for inspecting the sanitary condition of the School and examining the health of the pupils and recommending medicines for common ailments; and

(b) Once annually for conducting a thorough medical examination of each pupil and preparing a health record of each. The record shall be maintained in the form prescribed for this purpose by the medical authority from time to time.

98. *Remuneration to medical authority.*—The medical officer undertaking the medical inspection as above shall be paid a remuneration of Rs. 5 p.m. per school for quarterly visit and at 25 paise per pupil for thorough annual medical examination. The Head of the Institution shall furnish the Meidcal Officer concerned with a certificate in form No. 7 and shall also be responsible for communicating to the *guardian* of the child concerned such defects and treatment therefor as may be pointed out by the Medical Officer.

99. *Medical inspection in aided institutions.*—All recognised non-Government institutions shall follow the above system of medical examination of pupils, and arrange for a qualified medical officer for the purpose.

CHAPTER VII—EXAMINATIONS

100. *Authority to hold examination.*—Every annual promotion examination in an institution, other than an examination specified in the Table below shall be held by the Head of each institution. The examinations given in the Table below shall be held by the authorities specified against each such examination.

TABLE

Name of Examination (1)	Examination authority (2)
1. High/Higher Secondary School Certificate	Board
2. Pre-Primary Teachers' Training Certificate	Board
3. Basic Training Certificate Final Examination.	Board
4. Diploma in Teaching-Final Examination	University concerned.
5. Bachelor of Education/Teaching	University concerned.

(1)	(2)
6. Master of Arts (Psychology) Final Examination.	University concerned.
7. Master of Education	University concerned.
8. Music-Madhyama, Sangit Ratna and Sangit Nipun-Final Examination at each stage.	Indira Kala Sangit Vishwa Vidyalaya.
9. Diploma in Needle and Tailoring Works.	Board of Technical Education.
10. Physical Training Certificate	Board.
11. Physical Training Diploma	University concerned.

101. *Conduct of examination.*—Subject to the provisions of the following rules, the head of each institution shall be responsible for the setting, moderating and valuation of papers, declaration of results and for the conduct of all other matters pertaining to each annual class promotion examination. The head of the institution may request a teacher to assist him in the work of conduct of examination.

102. (1) With respect to the promotion examination from class VIII to class IX, the papers in each subject shall be set in accordance with the directions of a Committee constituted by the Divisional Superintendent for this purpose and the examination shall be held on the basis of the examination papers so set in all the Government and non-Government recognised schools in each division.

(2) The committee shall consist of the Divisional Superintendent and 9 other persons who shall be chosen by the Divisional Superintendent from the District Educational Officers in the division, the Principals of Boys and Girls secondary schools and the Headmasters and Headmistresses of Middle Schools. The Divisional Superintendent shall be the President of this Committee.

(3) The Committee shall make arrangements for setting, moderating and printing of the question papers and shall take steps to supply the required number of copies to each head of institution in the division.

(4) The head of each institution in which the annual promotion examination for Class VIII is to be held shall be responsible for making all arrangements for the examination, for the valuation of papers and declaration of results as in the case of any other annual promotion examination in his institution. The only difference in the case of annual promotion examination of Class VIII shall be in the matter of examination papers as specified above.

103. *Class promotions.*—Any student passing an examination shall be promoted to the next higher class. But in other cases, the head of the institution may, subject to such instructions as may be issued by the Department from time to time, promote any pupil to a higher class, who, in his opinion, is fit for promotion.

104. *Periodical lists and progress reports.*—The head of an institution shall, besides the annual promotion examination, arrange to hold weekly or monthly tests and quarterly examinations to test the progress of the pupils in the institution. Progress report of pupils in quarterly examinations shall be sent to the guardians in form No. 8 for their information and return.

105. *Fee for examination.*—The Head of a recognised institution may levy an examination fee within the limits noted below for the printing of question papers, and supply of stationery to pupils for quarterly and annual examinations.

Higher Secondary and Middle Schools (1)	Minimum rate per exam. per pupil (2)	Maximum rate per exam. per pupil (3)
	Rs. P.	Rs. P.
Classes VI to VIII	0.75	1.00
Classes IX to XI	1.25	1.50

No examination fee shall be charged from pupils of classes I to V.

106. *Examination fund.*—The fee so collected shall form the Examination Fund. It shall be immediately deposited in a Post Office Saving Bank or in the P. D. Account of the head of the institution.

(2) Proper accounts of receipts and disbursement shall be maintained which will be open for audit and inspection by the inspecting authority.

(3) The expenditure from the fund shall be controlled by the head of the institution in consultation with a Committee consisting of the head of the institution as Chairman, three senior teachers nominated by him and three representatives of the students elected from amongst the Captains and Monitors by the Captains and Monitors of all classes. The teacher in-charge of the examination shall function as Secretary of the Committee and shall be responsible for convening regular meetings and maintaining accounts.

CHAPTER VIII—FUNDS TO BE MAINTAINED IN EDUCATIONAL INSTITUTIONS

107. No Government or non-Government recognised institutions shall constitute or maintain any fund other than a fund specified in this Chapter except with the sanction of the Director.

108. *Funds permitted to be maintained by educational institutions.*—(1) The funds permitted to be maintained shall be:—

(i) Hostel Mess Fund;
(ii) Examination Fee Fund;
(iii) Activity Fund;
(iv) Fund in aid of Poor students;
(v) School Co-operative shop fund;
(vi) Scout;
(vii) Girl Guide;
(viii) Red Cross Funds.

Funds mentioned in items (i), (iii) and (iv) shall be maintained and administered in accordance with rules prescribed in Appendices IV, V and VI respectively.

(2) Funds mentioned in item (vi), (vii), (viii) shall, if maintained, be administerd in accordance with such rules and regulations as the Scout, Girl Guides and Red Cross Associations concerned may prescribe.

(3) Fund mentioned in item (ii) shall be administered in accordance with rule 106.

109. The inspecting authorities and the departmental auditors shall check the above accounts during their visits.

110. *Co-operative shop.*—Any institution desiring to promote a Co-operative Shop shall take action in accordance with the rules given in Appendix-VII.

CHAPTER IX—PARENT-TEACHER ASSOCIATION

111. *Formation of parent-teacher association.*—The guardians of pupils of a primary, middle or secondary school and teachers of such school shall together form, and be deemed to be members of a Parent-Teacher Association for that school.

112. *Constitution.*—(1) The aim of this Association shall, be, to act as a liaison, between the head of the institution and the guardians, to encourage the latter to take more interest in the affairs of the institution; and to assist the head of the institution through a Committee constituted for this purpose which shall be composed as follows, *viz*:—

(1) Two teachers from the institution nominated by the head of the institution;

(2) four representatives of guardians of students to be elected by the guardians;

(3) any persons interested in education nominated by the head of the institution;

(4) the President or the Chairman of the Governing body in the case of private institution; and the nominee of the *Divisional Superintendent* in a Government institution;

(5) Head of the institution (*ex-officio*).

(2) In the case of girls schools the Committee, as far as possible, will be formed of ladies. In places where suitable ladies are not available membership may go to suitable elderly persons.

(3) The head of the institution shall be the Convenor of the Committee and the Association. The term of members of the Committee shall be one year.

(4) The Chairman of the Committee shall be elected by the members of the Committee from among themselves.

113. *Meeting of the association.*—During the course of a school session at least two meetings of the Committee shall be convened and whenever a requisition signed by at least 4 members is sent or presented to the Convener, an extraordinary meeting shall be convened. Besides these, the head of the institution may convene a meeting of the Committee at any time he thinks fit.

114. *Quorum.*—Quorum for the meeting of the Committee shall be 4.

115. *Object of the Association.*—The function of the Association and its committee shall be only advisory. It shall advise and guide the institution in respect of the following matters, *viz:*—

(i) selection of pupils for the grant of exemption and concessions from tuition and other fees;

(ii) fixing of rate of fees for Activity Fund within such limits as may be fixed by the Government;

(iii) repairs to buildings not borne on Public Works Department books;

(iv) selection of local holidays and curtailment of holidays when considered necessary because of closure of school in an epidemic;

(v) matters concerning:—

(a) School discipline;

(b) Extra-curicular acticities;

(c) Excursions;

(vi) stimulating interest of public in the activities and welfare of pupils and the institution;

(vii) any other matter which may be referred to it by the head of the institution or the Department.

116. *Progress Report.*—A meeting of all guardians shall be held once a year on a day known as the "Parents Day". The Convenor shall place before the Association a report concerning all the school activities and progress made during the previous year.

117. The Association shall consider the report placed before them.

After the consideration of the report the election of 4 representatives of the guardians on the Committee shall take place at this meeting in such manner as, the Chairman of the day's meeting may direct.

118. *Minute Book.*—A minute book shall be maintained for recording the proceedings of the Association.

CHAPTER X.—SCHOLARSHIPS AND STIPEND

119. *General Conditions.*—Classification of scholarships and stipends sanctioned by Government and available from trust funds, their number, rates, duration, limit of means, sanctioning authority and countersigning authority shall be as specified in Appendix VIII. Without prejudice to the generality of the power of Government to alter or discontinue the scheme generally or in any particular, in any year before the commencement of the new school session, the whole scheme of scholarships and stipends may be reviewed every 3 years.

120. *Eligibility for Award of Scholarships Stipends.*—A scholarship or stipends, specified in Appendix VIII, shall be available only to a student studying in a recognised educational institution of the State. Where the scholarship is for the study of a subject, for which facilities for instruction are not available in the State, the scholarship shall be awarded for study at an institution approved by the authority sanctioning the scholarship or stipend, provided the student has passed the qualifying examination from an institution in the State.

121. A scholarship shall be awrded purely on the basis of merit, secured by a student at the qualifying examination; and a stipend on the basis of merit-cum-means a test. No scholarship for middle, high, and higher secondary school, shall be awarded, unless the student has obtained not less than 60 per cent of the aggregate marks, and no stipend for a high and higher secondary school, shall be awarded unless the student has obtained not less than 45 per cent of the aggregate marks, in the qualifying examination.

122. *Reservation.*—Out of the total number of scholarships and stipends available, 10 per cent shall be reserved for girl students. If the required number of eligible girl student is not available, the remaining scholarships and stipends shall be made available to boy-students.

123. *Holding of more than one Scholarship Stipend.*—Except with the special sanction of the Government, no student shall hold more than one scholarship or one stipend or a scholarship and a stipend together at the same time.

124. The award of a scholarship shall be subject to good conduct, non-participation in subversive activities including strikes, and satisfactory progress *of studies* and may be withdrawn at any time, for violation of any of the above conditions.

125. (i) Where the scholarship or stipend is for a duration of more than a school session, it shall also be subject to the condition, of passing at the annual examination each year, during the *tenure* of the award of the scholarship or stipend as the case may be.

(2) A scholarship or stipend, shall during the period mentioned in column (6) of the form in Appendix VIII, be paid monthly in 10 instalments from the 1st July to the 30th April, in each school session.

126. *Transfer.*—(1) In the case of the transfer of a scholarship or stipend holder from one institution, to another, within the State, the scholarship or the stipend for the unexpired period, shall be available at the institution where he is transferred.

(2) *Award of Vacant Scholarship Stipend.*—If a scholarship or stipend *falls* vacant during the session, the sanctioning authority may award it, to the next deserving and eligible candidate, for the unexpired period of the scholarship or stipend.

127. *Distribution and award of Scholarship & Stipend.*—(1) In the case of scholarships and stipends tenable in middle, high, and higher secondary schools, the Director shall, on the basis of enrolment in such schools in a division, distribute the total number of scholarships divisionwise in good time, and thereupon the Divisional Superintendent in his turn shall distribute, the number of scholarships and stipends allotted to his division to the schools in his division, by rotation.

(2) For the award of the stipends, for which the sanctioning authority is the Head of the institution, a Committee consisting of the Head of the Institution and three senior-most members of the staff of the institution concerned, shall be constituted and the stipends awarded to that institution, shall be awarded *on* the advice of the Committee.

128. (1) On or before the 30th April in the each financial year the sanctioning authorities, for the award of scholarships and stipends to students of middle, high and higher secondary schools shall invite applications from eligible students for such award and shall make available at each concerned school copies of the application form № 9.

(2) A student desiring to apply for a scholarship, or a stipend, or both, shall submit his application in the prescribed form, on or before the *15th June* of the year, to the sanctioning authority through the Head of the institution, in which he has secured admission, if the Head is not the sanctioning authority under these rules. An application for a scholarship and for a stipend shall be made on separate forms.

(3) No application for a scholarship or a stipend shall be considered if, in the case of the former, the certificate of satisfactory conduct

as given in the form, and in the case of the later, if such certificate satisfactory conduct and also the certificate regarding total income fr all sources are not signed by the Head of the institution, from which applicant passed the qualifying examination.

(4) On receipt of all applications, the sanctioning authority sh award the available number of scholarship to the applicants, in acco ance with the provision contained in rule 121. The awards so made sh be communicated to the parties concerned, not later than the 30th Ju

129. *Classical Indian Music (Vocational Instrument) Class Indian Dance, Painting Sculpture and Architecture.*—The allotment the stipends for Classical Indian Music (Vocal and Instrumental), cla cal Indian Dance, Painting, Sculpture and Architecture, shall be mad each institution, by the Director, on the basis of the total number students studying in each institution.

130. *Other Scholarships and Stipends.*—Applications for spe scholarships, in Music, Dance, Painting, Sculpture and Architecture s be invited from the eligible candidates, by the Director of Public Instr tion, and the selection shall be made by a Committee consisting of Education Secretary, Director and an expert in the subject to be nomi ted by the Government.

131. *Army & Navy Dehra Dun Dufferin & Marine Engineering* Stipends for Army (Dehra Dun) and Navy (Dufferin and Marine Eng ering), shall be awarded by the Director on the recommendations of Principal, Indian Military Training School, Dehra Dun, the Capt Superintendent of Training Ship and the Principal of Marine Engin ing College (Bombay or Calcutta) respectively, as the case may be.

132. *School sports Scholarships.*—Scholarships for best per mance at the divisional tournaments, held in the previous year, in gar and sports; shall be awarded in order of merit to boys and girls separ ly on the recommendations of the Divisional Tournament Commit The award shall be made by the Director.

133. *National Cadet Corps.*—Junior Division scholarships, shall awarded to the best boy or girl cadet, in the Army wing separat These shall be awarded by the Director on the recommendation of Commander, N.C.C.

134. *Special Stipends.*—Special stipends shall be awarded by G ernment on the recommendation of the Director to:—

(a) the children of such Government servants, as have rend meritorious service, and whose death or physical disa ty leaves their family in financial hardships; and

(b) deserving students on the basis of poverty and merit in v special cases not covered by these rules.

the rate and period of such awards shall be fixed by the Departm according to the exigencies of each case.

CHAPTER XI.—TRAINING OF TEACHERS

135. *Definition.*—In this Chapter unless there is anything repugnant in the subject or context:—

"*Trainee*" means a person admitted to any training institution mentioned in Rule 136.

"*Departmental Trainee*" means unless otherwise specified, an untrained teacher serving in a Government or a recognised institution in Madhya Pradesh and selected as such by the competent authority for undergoing a course of training institution in this State;

"*Non-Departmental Trainee*" means a person admitted to a training institution in the State otherwise than as a departmental trainee.

136. *Teachers' Training Institution.*—The institutions run by the Department for providing course of training for teachers in Higher Secondary, High, Middle, Primary and Pre-Primary Schools in the State are the following:—

(i) Colleges of Education;
(ii) Diploma in Teaching departments attached to Colleges of Colleges;
(iii) Basic Training Institutions;
(iv) Pre-Primay Training Institute;
(v) Tatya Tope College of Physcial Education.

137. The type of course imparted in the institutions mentioned in rule 136, their duration, the authority empowered to select departmental trainee, the authority to select non-departmental trainee, and the examining authority shall be as given in the table in Appendix IX.

I. M. Ed. Course

138. *Qualifications and procedure for admission to M. Ed. B.Ed. (Basic), Dip. T., T.T.C. Courses.*—Unless otherwise inconsistent with the regulations of the University, to which the institution is affiliated, a candidate for admission to the M.Ed. course in a College managed by the Department (a) shall be at least a IInd class Graduate in Arts, Commerce or Science or be II class M. A. (b) shall have *at least secured IInd Division separately, in Theory and in Practice, in the B. Ed. or equivalent degree; and (c) shall have at least 5 years administrative or teaching experience in Middle, High, Higher Secondary School or a training institution.*

139. (1) Selection of candidates for the course shall be done by the Principal assisted by two members of the staff. While selecting candidates, the Principal shall take into consideration the following:—

(i) the percentage of marks obtained in B.Ed. or equivalent examination;
(ii) record of work and recommendation of the forwarding authority;
(iii) length of service.

(2) An application for admission, shall be made through the [illegible] of the institution or office and the Divisional Superintendent of Educ[illegible] in whose jurisdiction, the applicant is serving.

(3) Age of an applicant for admission to the M.Ed. course, i[illegible] Government institution, shall ordinarily not exceed 45 years on 1st [illegible] of the year of admission.

II. B.Ed. (Basic) Course

140. *B. Ed. (Basic) Course.*—(1) Untrained graduate teachers [illegible] be admitted to this course, in the institutions run by the Department, [illegible] be of two categories, namely:—

(1) Departmental trainees; and

(2) Non-departmental trainees.

(2) The total number of seats allotted to each institution, and [illegible] ratio of departmental trainees to non-departmental trainees, shall be [illegible] ed by the Department, from time to time, and the number of admis[illegible] shall be in accordance therewith. If the full number of seats all[illegible] for non-departmental trainees are not filled in an institution, the re[illegible] ing seats may be filled, by increasing the number of departm[illegible] trainees or vice versa.

(3) The Department shall specify the area allotted to each ins[illegible] tion, and the Divisional Superintendent of Education of the division [illegible] in whose jurisdiction the area falls shall, from amongst the untra[illegible] graduate teachers employed in Middle, High and Higher Secon[illegible] schools (whether Government or recognised) within such area, selec[illegible] training the required number of teachers in the appropriate institu[illegible] as departmental trainees.

(4) The selection shall be made on the basis of length of se[illegible] as a teacher, and no other; and no distinction shall be made betwe[illegible] teacher in a Government, local body or private school for the pur[illegible] of selection as a departmental trainee.

(5) Any person, who is at least a graduate, and who desire[illegible] secure admission to this course as a non-departmental trainee, [illegible] apply *for* admission to the head of the institution concerned. Such [illegible] plicant must not be over 35 years, of age, if he is a member [illegible] scheduled caste or scheduled tribe, and over 30 years of age, if he [illegible] otherwise.

(6) The Head of the institution in granting admission to a [illegible] departmental trainee shall take into consideration the academic re[illegible] of the applicant, and the decision of the head shall be final.

(7) No person who is not a resident of the State shall be ad[illegible] ted to institution without the previous permission of the Director.

141. *Fees.*—A departmental trainee shall pay the activity fund [illegible] and such other fees as may be prescribed by the University conce[illegible] and a non-departmental trainee shall, in addition to the said fee, [illegible] pay a tuition fee of Rs. 120 per session.

(2) The tuition fee shall ordinarily be recovered in a lump sum but the Head of the Institution may in suitable cases permit the payment of such fee in not more than 3 instalments.

(3) Where the fee is not paid on the due date or dates as the case may be, the admission shall stand cancelled.

(4) If a trainee is admitted to a hostel attached to the institution he shall pay rent for the accommodation and such other charges as the rules may require.

III. Diploma in Teaching and T.T.C. Course

142. *Dip. T. & T.T.S. Course.*—The training of under-graduate teachers for primary and middle schools in the State is done in Diploma in Teaching institutions attached to Colleges of Education [and Basic Training Institutions run by the Department.]

143. *Admission.*—(1) The qualifications for admission to the aforesaid course shall be as follows:—

I. DIPLOMA IN TEACHING COURSE

(a) *Departmental trainees.*—(1) Passing of Higher Secondary examination with 50 per cent or more marks or any higher examination; (ii) seniority in service as a teacher and service record. Age limit 45 years.

(b) *Non-departmental Direct trainees.*—Intermediate or first year pass in Three Years Degree Course or higher secondary examination with 50 per cent or more marks.

Age Limit.—For Scheduled Caste and Scheduled Tribes not less than 18 years and not moré than 35; for women, not less than 18 years and not more than 30 on the 1st July of the year of admission.

II TEACHERS TRAINING COURSE

(a) *Departmental trainees.*—Seniority in service as teacher in any Government or recognised school.

(b) *Non-departmental trainees.*—(i) For Men: Higher Secondary Certificate Examination.

(ii) *For Women.*—Matriculation or Secondary School Certificate Examination for adult women.

(2) The total number of seats allotted to each such institution and ratio of departmental trainees to non-departmental trainees shall be fixed by the Department from time to time and the number of admission shall be in accordance with:

Provided that 16 per cent of the total number of seats sanctioned in each institution shall be reserved for scheduled caste and 20 per cent for ed caste and scheduled tribes is not available, the vacancies may be filled ed caste and scheduled tribes is not available, the vacancies may be filled by others.

(3) If the full number of seats allotted for non-departme trainees is not filled in an institution, the remaining seats may be f by increasing the number of the departmental trainees or vice versa.

144. *Selection of Trainees.*—The Departmental trainees for adr sion to these courses shall be selected by the Divisional Superintenden Education and non-departmental trainees by a Committee convened the Divisional Superintendent of Education constituted in accord with the instructions issued from time to time by the Director.

145. (1) A non-departmental trainee desirous of admission to l loma in Teaching or T.T.C. Course shall apply in form No. 10 to the D sional Superintendent of the Division in whose jurisdiction the inst tion is situated.

(2) The Divisional Superintendent of Education in granting adr sion to a Departmental trainee shall take into consideration the re of each eligible candidate. The decision of the Divisional Superir dent of Education shall be final.

146. *Medical Certificate.*—A non-departmental trainee to the B (Basic), Dip. T. or T.T.C. Course shall, at the time of admission, pro a medical certificate of fitness in form No. 11 from the Civil Surgeon c Government Medical Officer not lower in rank than an Assistant Surg

TATYA TOPE COLLEGE OF PHYSICAL EDUCATION

147. *Physical Education course in T. T. College of P. E.*—The G ernment Tatya Tope College of Physical Education conducts courses:—

(i) the Certificate course, and

(ii) the Diploma Course.

The total number of trainees for each of these courses and the between the departmental trainees and non-departmental trainees be such as may be determined by the Department from time to time

148. *Admission.*—The qualifications for admission to the Certif Course and the Post Graduate Diploma Course shall be as under:—

(a) *Certificate Course.*—Passing of Matriculation or any eq lent or higher examination.

(b) *Post Graduate Diploma Course.*—Graduate or equivalent mination.

Age limit shall be not less than 18 not more than 30 but Principal may in specially deserving cases relax the upper limit of

In addition to the qualifications specified above a candidate for mission to the institution shall be required to undergo tests of phy fitness and his selection shall depend on the result of such tests.

149. *Calling of Application for Certificate Course.*—The Divisional Superintendent of Education in each division shall not later than the 10th of March, issue a circular to all subordinate officers under him calling for applications from teachers desirous of receiving training in Certificate Course as departmental trainees. The last date for receiving applications shall be 30th April next succeeding. Any person desirous of securing admission as a non-departmental trainee shall apply to the Principal of the College in the prescribed form to be secured from the College. The last date for receipt of applications from candidates for non-departmental trainees shall also be 30th April.

150. *Selection Committee for Departmental Trainees.*—There shall be a Committee which consist of:—

(a) the Director or his nominee;

(b) the Principal of the College, and

(c) the Divisional Superintendent of Education concerned or his nominee.

151. *Selection of Departmental Trainees.*—For selecting the departmental trainees from each division for the certificate course the Committee shall according to a programme visit the Headquarters of each division and shall interview and test the candidates for seats reserved for the departmental trainees in the division and finalise the selection.

152. *Selection Committee for Non-Departmental Trainees.*—The selection of the non-departmental trainees for the certificate course shall be made by the Committee which shall consist of the:—

(1) the Director of his nominee,

(2) the Principal, and

(3) such Divisional Superintendent of Education as may be nominated by the Director for the purpose.

Post Graduate Diploma Course.

153. *Application for Admission to Diploma Course.*—(1) Applications for admission to the Post Graduate Diploma Course shall be submitted by persons desiring such admission to the Principal not later than the 30th April of the year immediately preceding the academic session. The form of application may be obtained from the Principal.

(2) The selection for admission shall be made by the Committee specified in rule 152.

154. *Fees.*—(1) No tuition fee shall be chargeable for the Certificate Course, but a trainee shall Pay activity fund fee, and such other fees as may be specified in the syllabus and as may be levied by the Board.

(2) A trainee admitted to the Diploma Course shall pay Rs. 120 as tuition fee and such other fee as may be specified in the syllabus and as may be levied by the University.

(3) Government servants among those admitted to the Diploma Course shall be treated as Departmental trainees.

155. Preference in admission to both courses shall be given to re-dents of Madhya Pradesh, but if vacancies exist, applications from p-sons outside the State may be considered.

156. *Pre-Primary Teachers Training Institution.*—The Pre-Prim Teachers Training Institution run by the Department trains teachers Montessory Schools, Pre-Primary School, Bal-Mandirs, Bal Vihar institutions of similar type.

157. *Admission.*—Minimum qualification for admission to the tra-ing course shall be passing of Matriculation or equivalent examinat The candidate shall not be less than 18 years of age, and shall not exc 30 years, on the 1st July of the year of admission. In the case of Sc-duled Castes and Scheduled Tribes the maximum age shall be 35 ye Applications for admission in form No. 10, shall be made to the Princi of the institution concerned, not later than the 20th June. preceding academic session for which admission is sought. Selection and adr-sion of candidates shall rest with the Principal. The period of trai shall be one year.

Conditions Common to All Trainees

158. *Agreement and Security Bond.*—(1) Every trainee shall wi 15 days of his admission, to a training institution, execute an agreem along with a security bond in Form No. 12.

(2) The Head of the institution shall be responsible to see t every trainee, executes the agreement and the security bond within days from the date of admission. The agreement and the security b of each trainee shall, during the period he is receiving training in an titution, remain with the Head of the institution. After the training over the agreement and the security bond of the departmental tra shall be forwarded to the Head of the institution or office, from which the agreement and security bond in the personal file of the departme trainee. In the case of a non-departmental trainee the agreement and the security bond shall be forwarded to the Divisional Superin dent of Education concerned for custody till the period specified in agreement is over.

159. *Punishment for refusing to undergo Training.*—The service a teacher in Government employ, who is selected for training as a dep mental trainee, shall be liable for termination, in case he refuses to un go the training without adequate reasons.

160. *Punishment for unsatisfactory Progress.*—If the progress conduct of the trainee is found unsatisfactory by the Head of the inst tion he shall give a warning to such trainee; and if the trainee does show any improvement, thereafter, the Head of the institution shall, giving a show cause notice to the trainee and his surety, may disch him from the institution. An intimation of the discharge, shall be c municated to the selecting authority in the case of a departme trainee.

161. *Pay and T. A. to departmental trainees.*—Every departmental trainee shall be entitled to such pay and allowances as may be fixed by the Department. He shall also be entitled to Travelling Allowance admissible to his grade for his journey from the school to the place of the institution and from the institution to the school, to which he may be posted after training.

162. *Leaves to Departmental Trainees.*—Subject to the requirements of the attendance percentage a departmental trainee, shall be entitled to take such leave, as may be due, while under training and shall be entitled to earn leave for the period of training in accordance with the rules applicable to him.

163. *Stipends to non-Departmental Trainees.*—(1) The State Government may sanction the grant of stipends to direct (non-departmental) trainees in Government institutions specified in this chapter and may allot the number of stipends to be given in each institution.

(2) Subject to the allotment made under sub-rule (1), the Head of the Institution shall sanction stipends to direct (non-departmenal) candidates, in accordance with such instructions as may be issued from time to time by the Director.

(3) The continuance of a stipend to a trainee shall be subject to satisfactory conduct, work and progress.

(4) The Head of institution may draw the amount of stipends to trainees, for the last month of training in advance, subject to financial provision in this regard.

164. *Leave to non-departmental trainees.*—Subject to the attendance percentage required by the regulations of the Examining Body a non-departmental trainee in receipt of stipend may be granted casual leave not exceeding 13 days, and medical leave on the basis of a certificate by a Medical Officer, not below the rank of Assistant Surgeon, for a period not exceeding one month in a year.

165. *Withdrawal of stipends.*—The Head of institution may withdraw the stipend of a trainee for continued absence without leave.

COLLEGE OF EDUCATIONAL PSYCHOLOGY AND GUIDANCE

166. *M. A. (Applied Psychology).*—(1) The College of Educational Psychology and Guidance provides instruction for the Master of Arts Degree in Applied Psychology. The M. A. (Applied Psychology) Course is of two years duration and the University Examination is held at the end of second year. In addition to instruction for the Master's Degree, facilities are provided for Guidance and Counselling. The College also functions as the State Bureau of Educational and Vocational Guidance.

(2) Any person desirous of obtaining admission to the Course shall apply to the Principal in due time:

Provided that any person who is not a resident of this State, shall not be admitted to the institution without the previous permission of the Director.

(3) No tuition fee shall be charged from a student admitted to this Course, but he shall be required to pay the activity fund fee and such other fees as may be prescribed by the University concerned.

CHAPTER XII—I. PERMISSION TO APPEAR AT EXAMINATIONS

167. *Authority contents to grant permission.*—No employee of the Department shall appear at an examination or attend classes for improving his educational qualifications, without specified permission in writing from the competent authority as shown below:—

	Name of the officers (1)	*Competent authority to grant permission* (2)
1.	D.S.E., Principal, Colleges of Education, Gazetted Officers at the Headquarters and Superintendent, Reformatory School, Director, Institute of Education, Sehore and Principal, Pre-primary Training Institute.	Director of Education.
2.	Staff in Colleges of Education, State Institute of Education, Sehore and English Teaching Institute, Bhopal & Reformatory School.	Head of the Institution concerned.
3.	D.E.Os., Head of the Institutions under the direct control of the D.S.E. and his office staff.	Divisional Superintendent of Education.
4.	Staff working in Middle, High/Higher Secondary Schools and Multipurpose Schools and Training Institutions.	Head of the Institution.
5.	Head masters of Middle Schools, Asstt. Inspectors and staff in D.E.Os., office.	District Educational Officer.
6.	Teachers in Primary Schools.	Assistant Inspector of the Range.

168. *Conditions.*—Permission to attend classes or to appear at an examination for improving qualifications shall not be accorded unless the following conditions are fulfilled:—

(1) the applicant has served in the Department for not less than 3 calendar years;

(2) the work and conduct of the applicant has been satisfactory;

(3) the regular work of the office or institution does not suffer in any way;

(4) the applicant gives an undertaking in writing that he shall not apply for leave for preparation for examination.

169. *Applications for permission.*—(1) The competent authority shall fix a date, which shall not be later than the 15th July, in each year, for reciept of applications for permission to appear at the examination, from staff working under such authority.

(2) The competent authority shall decide the applications and intimate to the applicants, his decision not later than the 1st of August.

Consequence of appearance at examination without permission.—(3) Any employee who appears at an examination without receiving permission in writing, shall be liable to strict disciplinary action, which may amount even to termination of service.

170. *Points to be kept in view while granting permission.*—While according permission, the competent authority shall see that:—

(1) not more than 20 per cent of the staff in an institution and 10 per cent in an office (excluding those qualifying for supplementary examinations) have concurrently secured permission for attending classes or appearing at examinations at any one time;

(2) persons failing in an examination, shall ordinarily not be given preference over fresh applicants;

(3) in the case of a teacher, the results of the promotion or final examinations of class or classes taught by him in the preceding year are satisfactory;

(4) the subject or subjects for the examination for which permission is sought, will help in improving the work of the incumbent; (this condition shall not apply to those seeking permission for appearing at the High/Higher Secondary Examinations).

(5) preference is given to persons who have passed in an integral part of an examination;

(6) a person who has passed a degree or post-graduate degree examination, shall not be accorded permission for another examination until a period of 3 years has elapsed;

(7) preference shall be given to these desiring to improve their qualification in Science or Mathematics;

(8) ordinarily other things being equal, length of service is given preference.

171. (1) Permission cannot be claimed as of right, and it may be withdrawan, if granted, at any time if there is subsequent deterioration in the work and conduct of the person, or if public interest so requires.

Appeal.—(2) Any employee aggrieved by an order passed by the competent authority, may prefer an appeal to the next superior Officer of the competent authority passing such order.

II—PRIVATE TUITION BY TEACHERS

172. *Permission to undertake private tuition.*—(1) No tuition shall be accepted by any teacher in the employ of Government, except, (a) with the permission of the Assistant Inspector of Schools, if the teacher is a teacher in a Primary School, and (b) with the permission of his immediate superior, if he is teacher in any other school.

(2) A teacher, desiring to obtain permission for accepting a tuition shall apply to the authority empowered to give such permission in form No. 13. The permission, if granted, shall be in writing and shall contain all the particulars of the tuition.

(3) The auhority empowered to grant permission, shall not grant permission, to accept more than two tuitions or a tuition or tuitions fetching more than Rs. 150 per month in the aggregate.

173. While according permission it shall be incumbent on the sanctioning authority to see that:—

(1) a teacher shall not undertake tuition of a student under his instruction at school. In exceptional cases, the head of the institution may relax this condition, but he shall record his reasons in writing;

(2) the time devoted to tuition work by a teacher shall not adversely affect the performance in his regular duties.

174. (1) Excepting heads of Primary and Middle Schools, no head of an institution shall undertake private tuition.

(2) Permission sanctioned shall be valid for a period not exceeding one academic session.

175. These rules shall also apply to all recognised schools, with the modification, that permission from the managements concerned shall also be obtained by the teacher of a non-Government school.

III.—PERMISSION TO WRITE BOOKS AND UNDERTAKE OTHER WORK NOT CONNECTED WITH PUBLIC DUTIES

176. *Undertaking of other work.*—Except, as otherwise provided in this Code, a Government servant working in the Department may not, without the previous sanction of the State Government, undertake any work not connected with his public duties for which a fee is offered.

177. The Director may permit the undertaking of the preparation of school books, for use by pupils or teachers and for acceptance of remuneration to the limit of Rs 1,500 for the same, subject to the condition that the author disposes of the work for a lump sum, and he retains no interest in its sale, and that his duties do not suffer in consequence.

178. In the following cases no sanction is required, either for undertaking the work or for accepting a fee therefor:—

(i) Literary work of an occassional character and research work;

(ii) work in connection with examinations, for which definite rates of remuneration have been prescribed.

IV. BROADCASTING OF TALKS AND ARTISTIC PROGRAMMES BY GOVERNMENT SERVANTS FROM STATIONS OF THE ALL INDIA RADIO

179. *Sanction for having Broadcasts.*—The directions issued by Government in regard to (a) artistic programmes and (b) talks, by Government Servants from any Stations of the All India Radio, are reproduced below for the information of the officers of the Department:—

(a) *Broadcast of artistic programmes.*—Artistic programmes consist of vocal or instrumental music and Radio Play. A Government servant may undertake such broadcast after intimation to the head of his office, or if he himself is the Head of the office, to his immediate superior. It may, however, be ensured that the acceptance of such broadcasts does not interfere with the official duties of the Government servant.

(b) *Broadcast of talks.*—(i) For broadcasting talks on subjects not connected with the Government servant's official duties or the activities of Government in any department, the Government servant shall obtain the permission of the head of his office and if he is himself the head of his office, the permission of his immediate superior, and it shall not be necessary to submit the script of the talks for prior scrutiny.

(ii) For broadcasting talks on subjects connected with the Government servant's official duties, or in which the activity of Government in any department is referred to or commented upon and for all other items not covered by (a) and (b) (i) above, the Government servant shall, through proper channel, obtain the permission of the Head of the Department, or if he is himself the Head of the Department the permission of his immediate superior authority before broadcast, and the full text of the script shall be seen and approved by the permitting authority.

180. *Acceptance of Fees.*—In regard to the acceptance of fee, on any one occasion by a Government servant for broadcasting, artistic programme, or a talk from any station of All India Radio, and to be wholly retained by him, the following are the maximum limits:—

(a) For subjects connected with the official duties of a Government servant Rs 10 per broadcast.

(b) For subjects not connected with the official duties of a Go-
ernment servant and for artistic programme Rs 25 (Twe
five) per broadcast.

If the All India Radio offer any fee in excess of the above to a Go
ernment Servant, he shall refer the question to the Administrati
Department of Government, through the proper channel, and obt
Government orders for accepting the higher fees.

V. CHANGE IN THE NAME OF STUDENTS ON ROLL OR TEACHE IN SCHOOLS

181. *Ground for change in Name.*—Applications for change
names are generally based, among others, on the following grounds:-

(a) adoption under the Hindu Law of a child;

(b) marriage (or re-marriage) of a woman; and

(c) revision of a 'pet' name recorded in official register at t
time of the first admission of the child into school.

182. *Authority competent to order the change in the name Students.*—In the case of the type at (a) and (c) the power to change t
name of a student on the roll of Middle, Secondary or under-gradu
Training Institution, shall vest in the Divisional Superintendent havi
jurisdiction.

The power to change the name of a student on the roll of a Pr
mary School shall vest in the District Educational Officer having jur
diction.

183. *Change in the name of Teaching Staff.*—In the case of an a
plication for change in name, as a result of marriage or re-marriag
the change of name may be registered in the departmental records on t
production of an affidavit, sworn before a First Class Magistrate.

184. *Change in name of Certificate or Diploma.*—The responsibil
of altering the name in a certificate or diploma need not be taken by t
Department, as such a certificate or diploma is granted in the nam
published in the Gazette.

VI. UTILIZATION OF EDUCATION BUILDINGS FOR POLITICAL AND OTHER MEETINGS AND FOR NON-EDUCATIONAL PURPOSES GENERALLY

185. Permission to private persons and institutions for the use
Government educational buildings, under the administrative control
the Departmental may, if no dislocation to the work of the Departme
will be caused, be given on the following conditions:—

(a) For not more than five days to any one party for a religio
social or cultural function, *e.g.* thread ceremony, marriag
reception during the period of winter or summer vacatio

(b) the party desiring such use, is prepared to bear the water a
electric charges according to actual consumption, subject t
a minimum of Rs. 3 per day.

(c) the party undertakes to be responsible for any damage,
done, to the buildings.

186. (1) The party desiring to obtain permision for the use of a building shall apply to the head of the institution, stating the purpose and duration for which the use of building is required, and the date on which the building must be made available to him.

(2) The head of the institution shall forward the application with his remarks, to his administrative head.

(3) If the competent authority grants the permission, the head of the institution shall require the party to deposit a sum of:—

(a) Rs. 50 if such a party is a private person; and
(b) Rs. 25 if the party is an institution;

as caution money, and shall further require the party to deposit a sum of Rs. 25 by way of donation to the activity fund of the institution if it is a school building unless the purpose is a cultural one, in which case no donation shall be necessary.

187. The head of the institution shall further require the party to give an undertaking, in writing, to make good, all damage to the building, if any, and to accept as final the decision of the head of the institution, in case of a dispute between him and the party. After the party has complied with the requirements of rule 186 the head of the institution shall permit the use of the building or part thereof, as the case may be, to the party.

The party which has been allowed to use the building or part thereof, shall on the completion of the duration vacate the building or part thereof to the head of the institution in the shape in which it was handed over to the party.

The amount of security deposit, shall be refunded to the party, not later than six weeks from the date of vacation of the premises.

188. Permission to a religious organization to use a building, for a sectarian or communal purpose, or permission to use a building for a purely political or purely communal purpose, shall not be given without the previous sanction of the Government in the Education Department.

CHAPTER XIII—SPECIAL SCHOOLS

I.—PRE-PRIMARY EDUCATION.

189. *Conditions for opening.*—Pre-Primary Education is imparted to children within the age group of 2½ to 6 years.

Such education may be provided for, in institutions managed by Government, for non-Government bodies. In the latter case, it shall be necessary for the bodies to be registered under the Societies Registration Act. This is an essential requirement for recognition. In addition to this, it shall be incumbent on the managers to comply with the following requirements:—

(1) Provision of adequately trained staff (preferably ladies);
(2) No teacher shall be at any one time, in charge of more than 35 Children;

(3) Salaries of teachers shall not be lower than those prescrib[ed] by the Department from time to time;

(4) Provision of adequate accommodation and play-grounds;

(5) Staff and apparatus on the pattern specified for Governme[nt] Institutions;

(6) The institutions shall be open to inspection by the officers [of] the Department;

(7) Information and returns called for, shall be duly furnished [by] the Head of the Institution.

190. The Head of the Institution shall be responsible, for the gra[d]ing and promotion of pupils. The pupil who reaches the age of 6, in t[he] middle of a session, may be allowed, with the consent of the guardian, [to] continue in the institution up to the end of the session.

191. Non-Government institutions of similar grade with names n[ot] included amongst those enumerated under rule 4(a) (i) of this Code, b[ut] which provide for education of the age group under reference, shall [be] entitled to be classified as Pre-Primary Schools, provided they conform [to] the requirements in regard to staff, accommodation, teachers, appara[tus] and play grounds stipulated above.

II.—MUSIC SCHOOLS

192. *Music Schools.*—Music Schools managed by Government sh[all] have such complement of staff as may be appointed by Government fr[om] time to time.

193. The under-graduate, the Graduate and the Post-Gradu[ate] Courses shall be as laid down by the Indira Kala Sangit Vish[wa] Vidyalaya, Khairagarh from time to time.

194. All the Government schools which provide instruction in [the] under-graduate, Graduate and Post-Graduate Courses are affiliated to [the] Indira Kala Sangit Vishwa Vidyalaya, Khairagarh.

195. Any private institution providing course of instruction [in] music, if affiliated to the Indira Kala Sangit Vishwa Vidyalaya or a bo[dy] approved by Government under law shall be considered eligible for p[ur]poses of departmental recognition and release of grants.

III. ORIENTAL EDUCATION

196. *Oriental Education.*—Oriental education is imparted by ins[ti]tutions known as Sanskrit Pathashalas, Schools and Mahavidyalay[as]. Education imparted in these institutions vary according to the Univ[er]sities to which they are affiliated. Ordinarily, the Pathashalas [and] schools prepares students for the 'Prathma' and 'Madhyama' Exami[na]tions and the Mahavidyalayas in addition to this provide for instr[uction] up to the 'Acharya' stage.

197. Recognition of the pathashalas and schools shall vest in the District Educational Officer and of the Mahavidyalayas in the Divisional Superintendent.

198. The staff pattern for these types of institutions shall be as specifically sanctioned by Government from time to time.

199. Accommodation and equipment, should ordinarily be adequate for the requirements of the institution.

APPENDIX I

STATEMENT SHOWING THE DELEGATION OF ADMINISTRATIVE POWERS TO THE DIRECTOR OF PUBLIC INSTRUCTION EDUCATION

S. No. (1)	*Nature of powers and relevant rule* (2)	*Extent of delegation* (3)
1	To make appointment	(i) Full powers subject t rules and procedure pre cribed by the State Gov ernment in respect of– All Class III and IV post in his own office. (ii) The following posts i Class III posts in sub ordinate offices and insti tutions. (a) Farm Superintendent in Agriculture Hig Schools. (b) Technical Assistant and Ministerial post above L. D. C. in th Central Libraries an in the Audio Visua Board. (c) Senior and Junior Au ditors in Divisional (and Distt.) offices (d) Principal and Lectur ers in Hindi Rajkiy Vidyapith, Gwalior. (e) All Class III and IV posts in offices an institutions not cov ered by delegation t Divisional and Distt Education Officers and to Gazette Heads of Institution and offices in the De partment.

(1)	(2)	(3)
2	To order transferes of Government servants.	Full powers in respect of— (a) Class II Officers. (b) All Government servants below the rank of Class II Officers in the case of interdivisional transfers.
3	To post a Government servant.	In the case of Class II Officers and also Government servants below that rank.
4	Power in individual cases to dispense with a medical certificate of fitness before appointment to Government Service (F. R. 10).	Full powers in individual cases of non-gazetted officers for special reasons to be recorded.
5	To accept a certificate signed by any female medical attendant in the case of a female candidate (F. R. 10).	Full powers in respect of all the posts for which he is the appointing authority.
6	To suspend a lien of a Government servant.	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be suspended.
7	To terminate a lien of a Government servant (F. R. 14-C).	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be terminated.
8	To terminate a lien on the written request of the Government servant (F. R. 14-B).	Full powers provided he is authorised to make substantive appointments to the post.

(1)	(2)	(3)
9	To transfer a lien to a permanent posts in the same cadre.	Full powers provided he competent to make substanti appointments to both the pos in the cadre.
10	To relax the age limit prescribed for first appointment to Government services (App. XXV to F. R. Vol. II).	In respect of appointments non-gazetted servants in indiv dual cases.
11	To sanction the transfer of a Government servant to foreign service on the terms and conditions prescribed in F. D. Memo. No. 1165/CR/787-IV/R/I, date 20-6-63 and 31-8-62.	Full powers in the case of Government servants below th rank of Class II Officers.
12	Power to sanction an extension of period of foreign service.	Full powers in the case non-gazetted officers provid no change is made in the ter and transfer already approv by Government.
13	To retain in service after the prescribed age of superannuation.	In respect of members of teaching staff in Educational in stitutions in Class III who date of superannuation fa after 31st August, for whom is the appointing authority up the end of the academic sessi
14	Power to declare a Government servant as on duty during a duly authorised course of training or instruction [F. R. 9 (b)].	Full powers in the case Class III Government servan
15	Power to make acting appointments or allow acting promotion in place of Government servants who are treated as on duty under F.R. 9 (6) (b) F. R. 36.	Full powers in respect of Go ernment servants for whom is the appointing authority.

(1)	(2)	(3)
16	To fix pay of a Government servant treated as on duty under F.R. (6) (b).	Full powers in respect of Government servants, for whom he is the appointing authority, subject to the principles laid down in S. R. under F. R. 20.
17	Power to reduce the pay of an officiating Government servant under F. R. 35.	Full powers in respect of Government servants for whom he is the appointing authority.
18	(i) To appoint a Government servant to hold temporarily or to officiate in more than one post, and (ii) To fix the pay of the subsidiary posts and the amount of compensatory allowance to be drawn.	(a) To grant special pay to clerks who undertake the duties of clerks on leave in addition to their own duties subject to the condition that the special pay does not exceed Rs. 20 per month in each case in which a temporary clerk would otherwise have been employed and that the budget allotment provided for the leave reserve is not exceeded and the period envolved exceeds 14 days but does not exceed three months. (b) To grant special pay to class IV Government servants who undertake to perform in addition to their own duties of class IV servants on leave. Provided.— (i) the special pay for officiating does not exceed Rs. 5 a month in each case, and the period involved exceeds 14 days but does not exceed three months. (ii) that no extra cost of Government is involved thereby, except in cases of grant of previlege leave.

(1)	(2)	(3)
19	To extent joining time on certain conditions within a maximum of 30 days subject to conditions prescribed in F. R. 106 S. R. 10.	Full powers except in his c cases.
20	To permit the calculation of joining time by a route other than that which travellers ordinarily use. (F. R. 106 S.R. 4)	Full powers.
21	To pay an allowance from his contingent allotment for supply of drinking water and dusting of offices at the following rates; (a) Rs. 3 per month to servants who are already in Government service. (b) Rs. 5 per month to persons who are not in Government service.	Full powers subject to following conditions:— (a) That whole time Fa shes and Water-men not employed. (b) That the work to be is really necessary. (c) That it is outside the gular duties of a me who is already in G ernment service. (d) That the grant of extra allowance to such menial is distin more economical t employment of agency.
22	To grant allowance for feeding of a cat and winding clocks to class IV Government servants or to servants paid from contingencies in his own office.	To the extent of Rs. 2 month in each case.
23.	To declare a temporary Government servant as quasi-permanent.	Full powers, in respect Government servants for w he is the appointing autho provided the Government vant fulfils the conditions down in rule 3 of the Ma Pradesh Government serv (Temporary) and Quasi-per nent service—Rule 1960.

(1)	(2)	(3)
24	Power to prescribe the Headquarters of a Government servant and to define the limits of a Government servant's sphere of duty. (F. R. 44 S.R. 29 and 40)	Full powers in the case of those Government servants whom he can appoint.
25	Power to extend leave in the case of overstayal of leave. (F.R. 73)	Full powers provided that he is the authority to grant leave and the Government servant on leave on his return to duty continues to be under the authority's administrative control.
26	Power to grant leave on full pay up to a maximum of 6 months during his service to a labourer employed on daily wages in a Government workshop or other similar institution when temporarily absent from work owing to injuries received on duty. [F.R. 101 (b)]	Full powers.
27	Power to grant permission to a Government servant on leave to accept employment or take up service. [F. R. 69 (b)]	Full powers provided that he is the authority to grant leave.
28	Power to require a medical certificate of fitness before return from leave for reasons of health even though such leave was not actually granted on a 'Medical Certificate. (F. R. 71).	Full power provided that he is the authority to grant leave.

(1)	(2)	(3)
29	Power to accept a certificate signed by any registered Medical Practitioner in lieu of a 'Medical Certificate' as evidence of the fitness of a non-gazetted Government servant to return on duty. (F.R. 71.)	Full power provided that he is the authority to grant leave.
30	Grant of casual leave.	In the case of all staff and officers in his own office, except that in his own case C.L. shall be granted by the next superior authority.
31	To commute retrospectively periods of absence without leave into leave without allowance, for the purpose of reckoning service for pension.	Full powers in respect of Government servants for whom he is the appointing authority.
32	Commencement of pension from the date on which pensioner is ceased to be borne on the establishment or the date of application whichever is later and relaxation thereof.	Full powers in respect of Government servants for whom he is the appointing authority.
33	To sanction pensions in full or at a reduced rate.	Full powers in respect of Government servants for whom he is the appointing authority.
34	To sanction superannuation/Invalid / Retiring / Compensatory/Family pensions.	
35	(i) Withholding of promotion including stoppage at an efficiency bar.	Full powers in the case of Government servants in respect of whose posts he is the appointing authority.
	(ii) Reduction to a lower post or time scale or to a lower stage in the time scale.	

(1)	(2)	(3)
	(iii) Recovery from pay of the whole or part of pay pecuniary loss caused to Government by negligence or breach of orders.	
	(iv) Suspension and reinstatement.	
	(v) Removal from service which does not disqualify from future employment.	
	(vi) Dismissal. (G.B.C. Part I-13)	
36	(i) To order in the case of reinstated Government servant who is not fully exonarated that the period of absence from duty shall or shall not be treated as duty.	Full powers in the case of Government Servant in respect of whose posts he is the appointing authority.
	(ii) To order in such cases payment of pay and allowances at a proportion of the full pay and allowances.	
37	To sanction and draw increments.	Full powers in respect of all non-gazetted staff serving under him.
38	To grant permission to leave headquarters during holidays. *Note:* Vacation officers are permitted to leave headquarters provided that they are not retained on duty by a specific order by the authority competent to grant leave.	In respect of officers and staff in his office and head of office and institutions subordinate to him, except that in his own case permission shall be granted by next superior authority.
39	To approve annual and monthly work statement and tour programme.	In respect of D.S.E. and the Superintendent Audio Visual Board.

(1)	(2)	(3)
40	Grant of Departmental recognition.	Full powers in respect of Institutions/Schools other than Secondary, Primary, Middle and Senior Basic Schools.
41	To approve the opening of new or additional classes or sections in non-Government institutions.	Full powers in the case of non-Government Schools, other than Secondary, Pre-Primary Primary and Middle, Junior and Senior Basic Schools.
42	To award, suspend or withdraw award (rescind award) of stipends and scholarships.	(a) Merit-cum-means, special stipends for music and Arts in Institutions outside the control of D.S.E. (b) Merit-cum-means stipends tenable in Training Ship 'Dufferin'. (c) Merit-cum-means stipends tenable to Cadets at Dehra-dun Military Academy. (d) Marine Engineering Merit-cum-means stipends.
43	Payment of arrears of pension on the death of pensioner if his heirs apply after one year of his death.	In case of Class III and IV Government servants for whom he is the appointing authority.
44.	To sanction revival of pension and payment of arrears of pension exceeding Rs. 1000 if pensioner appears for the first time after a lapse of more than one year.	In case of Class III and IV Government servants for whom he is the appointing authority.

STATEMENT SHOWING FINANCIAL POWERS DELEGATED TO DIRECTORS OF PUBLIC INSTRUCTION·EDUCATION

S. No.	Nature of power and relevant Rule	Extent of delegation
(1)	(2)	(3)
1	To draw and disburse pay and allowances of establishments, contingencies and advances.	In respect of bills of his own office.
2	To delegate to Gazetted Officers other than heads of institutions/offices, the power to draw and disburse pay and allowances of establishments, contingencies and advances. (Rule 125 of MPTC, Vol. I).	As an interim measure, limited to a period of six months when the posts of Gazetted Head of offices and institutions directly subordinate to him, are vacant temporarily. The head of an office may authorise any gazetted officer serving under him to sign bill or order for him, communicating the name and specimen signature of the officer to the disburseing office concerned. *Note.*—This will not, however, relieve the head of the office, in any way, of his responsibility for the accuracy of the bill or for disposal of the money received in payment.
3	To countersign T. A. bills, F. R. 44, S. R. 137.	(i) *Director.* (a) His own T. A. Bills. (b) T.A. Bills of all Gazetted Officers in the Directorate. (c) T. A. Bills of heads of institutions and officers directly under his control.

(1)	(2)	(3)
		(ii) *Deputy Director*—T. bills of class III offic other than ministerial e tablishment, in the Dir torate.
		(iii) *Accountant-cum-Finan Officer*—T. A. Bill Auditors in the Direc rate.
		(iv) *P.A. to D.P.I./Administr tive Officer/Asstt. D.P.I.*- T. A. Bills of ministeri and Class IV Gover ment servants of D.P.I office.
4	To decide the shortest of two or more routes and to allow mileage allowance to be calculated by a route other than the cheapest. (F. R. 44, S. R. 16 and 17.	Full powers for journeys wit in his jurisdiction provided th the selection of the route is the interest of Government.
5	To decide whether a particular absence is absence or duty for the purpose of S.R. 41, Appx. V (F.R. 44, S.R. 41 and 42).	Full powers in respect of Gov ernment servants for whom is the countersigning authori for T.A. Bills.
6	To restrict the frequency and duration of journeys. (F. R. 44, S.R. 43).	Full powers in respect of Gov ernment servants for whom is the countersigning authorit
7	To permit a Government servant to draw daily allowance for halts during tour made on account of heavy rains, floods or sickness. (F.R. 44, S.R. 51-A).	Full powers for halts limite to 5 days by Government ser vants for whom he is the coun tersigning authority.
8	To grant exemption from the rule limiting payment of daily allowances to halts on tour to few days in each case. (F. R. 44, S.R. 52).	Full powers up to a limit 30 days subject to the conditio prescribed in supplementar Rule 52 under F. R. 44 provid that daily allowance for hal in excess of 10 days may be r duced in his discretion accor ing to the circumstances of eac case.

(1)	(2)	(3)
		Full powers up to a limit of 30 days in the case of Gazetted Officers, the D.A. for halts in excess of 10 days but not exceeding 20 days should be restricted to 3/4th of the normal rate of D.A. and not exceeding one-half of the rate for halt exceeding twenty days.
9	To impose restrictions on the exchange of daily allowance for mileage allowance on particular days by a Government servant, (F.R. 44, S.R. 55).	Full powers.
10	To impose restrictions on the exchange of daily alelowance for mileage allowance by non-gazetted ministerial or Class IV servants travelling in a public or hired conveyance, C.R. 44, S.D. 56).	Full powers.
11	To allow the actual cost of maintaining camp during sudden journey on duty away from it, (F.R. 44, S.R. 58).	Full powers.
12	To sanction charges on account of the cost of a carriage by rail or bicycles and camp equipment required on tour incurred by themselves and by their subordinate, (F.R. 44, S.R. 60).	Full powers, subject to the condition that cost of carriage of tent beyond those on the sanctioned scale is not allowed.
13	To permit any Government servant to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under T.A. Rules, (F.R. 44, S.R. 62).	Full powers in individual cases, for very special reasons to be recorded.

(1)	(2)	(3)
14	To hire conveyance by a non-gazetted Government servant when dispatched to duty to a place at some distance from his office or is summoned to his office by a special order of a Gazetted Officer.	Full powers in respect of n gazetted Government serva serving under him provided- (a) that the expenditure was tually incurred, was avoidable and is wit the scheduled scale charges for the conveya used. (b) that the Government s vant concerned is not e titled to draw travelling lowance under the ordin rules for the journey, a that he is not granted cas leave to compensate to ing required to work of office hours and does and will not otherw receive any special rem neration necessitated journey. Note—This expenditure is de table to the contingent penditure of the office or stitutions to whom the n gazetted Government s vant belongs.
15	To permit the recovery of the actual cost of maintaining camp equipage during a halt at or near headquarters, (F.R. 44, S.R. 64).	Full powers in respect of Go ernment servants for whom is the countersigning authori
16	To disallow travelling allowance for a journey to attend on obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it, (F.R. 44, S.R. 92).	Full powers in respect of Go ernment servants for whom is the countersigning authori

(1)	(2)	(3)
17	To allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension, [F.R. 44, S.R. 119-(b)].	Full powers in respect of Government servants in respect of whom he is the countersigning authority provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession and provided that the Government servant is declared unfit by the Medical Board.
18	Power to grant travelling allowance to persons not in Government service attending Commission of enquiry, etc., or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong. F.R. 47, S.R. 136).	Full powers, subject to rates specified in F.R. F.D. Memo. No. 1540-CR-871/IV-R-II, dated 4-7-58.
19	To countersign bills of reimbursement of medical expenses.	Full powers in respect of Government servants for whom he is the countersigning authority for T.A. bills subject to rules regulating reimbursement of expenses of medical treatment of Government servant and members of their families.
20	Power to grant an honorarium. (F.R. 47).	Power to a maximum of Rs. 250 in each individual case or for each item of work if more than one individual has been employed for the work subject to the limitations imposed by specific rules or orders. The total amount of honorarium to be sanctioned in a year in all cases should not exceed Rs. 1,000.
21	Power to sanction the acceptance of a fee for private tuition and other work. F.R. 47 S.R. 1.).	Full powers in respect of fees other than fees for private tuition up to a maximum of Rs. 500 in each individual case subject to the provisions of S.R. 6 below F.R. 47

(1)	(2)	(3)
22	To sanction advances from provident fund limited to three months pay or half of the amount at credit whichever is less, in cases where special reasons are not required. (G.P.F. Rule 14)	(i) In the case of Gazetted Officers for whom he is the countersigning authority for T.A. bills. (ii) In the cases of Class III and IV Government servants. *Note.*—No Government servant is allowed to sanction an advance in his own favour.
23	To sanction advances from Provident Fund in cases where special reasons are required.	(i) To all Gazetted Officers and officers under his control. (ii) To all Class III and IV Government servants for whom he is the countersigning authority for T.A. bills. *Note.*—No officer is allowed to sanction an advance in his own favour.
24	To permit recovery of arrears of G.P. Fund subscription together with interest thereon in monthly instalments. (G.P. Fund Rule 13 and Rule 203 of M.P.T.C.)	In instalment not exceeding 12 monthly instalments where recovery in single instalment is likely to be more than one-third of the pay of the Government servant in the case of a Gazetted Officer and Class III & IV servants of his office.
25	To sanction final withdrawals from G.P. Fund deposits of Government servants for: (i) Meeting expenditure on marriages of their sons and daughters or in the case of a Government servant who has no daughter for the marriage, of any other female relation dependent on him.	In respect of all Gazetted Officers under his control and Class III and IV Government servants of his office, subject to prescribed restrictions.

(1)	(2)	(3)
	(ii) Meeting the cost of education of himself or a member of his family dependent on him beyond the High School stage (i) outside India, or (ii) in India for technical or specialised courses of not less than three years. (G.P.F. Rule 14)	
26	To sanction advances of pay and T.A. admissible to Government servants on transfer, under rules 268 and 271 of the M. P. Fin. Code Vol. I. and notes thereunder.	To himself and to members of his staff.
27	To sanction advances to Government servants for journey on tour, subject to adjustment on return to Headquarters or 31st March whichever is earlier. (Rule 271 & 272 of M. P. Fin. Code)	(a) Full powers in respect of advances to non-gazetted staff serving under him, sufficient to cover their personal travelling expenses for a month. (b) Full powers in respect of advances to gazetted staff serving under him sufficient to cover his travelling expenses for journey on duty outside the State. (c) To a Government servant, other than an Inspecting Officer, for himself or an Asstt. or Deputy proceeding on tour upto an amount sufficient to cover for a month his contingent charges, subject to adjustment upon the Government servant return to head quarters or 31st March whichever is earlier.
28	To sanction advances to Gazetted Officers proceeding to leave on medical	To the extent of an amount equal to half a month's pay as defined in F.R. 9(21) subject to

(1)	(2)	(3)
	certificate where hardship would be caused by the delay likely to arise in sanctioning his leave and in the issue of a leave salary certificate in the normal course. (Rule 276 of the M. P. Fin. Code)	the Gazetted Officer agreeing writing to adjustment of i advance from the next issue leave salary, pay or pension
29	To purchase of furniture, equipment and stores. *Note:* Purchase should be effected after obtaining competitive quotations and tenders which would be advertised in the case of all purchases exceeding Rs. 7,500 made at a time. Limited tenders should be called in the case of all purchases exceeding Rs. 500 made at a time. Quotations should be obtained for purchases of Rs. 500 or less.	Subject to:— (a) Limit of budget allo ment. (b) In confirmity with pre cribed standards equipment and schedu of rates. (c) Subject to further lim as follows:— (i) Rs. 3,000 for one item any number of th same or similar items. (ii) Rs. 10,000 for each inde any number.
30	Purchase of Tents.	Full powers provided:— (a) The power is not exerci ed in regard to purcha of tents for the use of i own office. (b) Specified budget provi sion is not exceeded.
31	To sanction local purchase of stationery from contingent allotments under the head "28-Education" by head of institutions who are not entitled to indent for and receive supplies of stationery from the Government Stationery office.	To the extent of Rs. 250 du ing a year for each sing institution limited to budg allotment.

(1)	(2)	(3)
32	To sanction local purchase of rubber stamps.	To the extent of Rs. 100 in each case.—
33	To order printing jobs.	(1) In the case of print orders on Government presses. (2) To the extent of Rs. 150 in each case, on local private presses, in emergent cases, subject to the following conditions:— (i) tenders are called from local private presses; (ii) the press to whom the job is assigned agrees in advance to accept such amount as may be certified by the Supdt. Govt. Printing and Stationery as reasonable after scrutiny of the claim.
34	To sanction expenditure on additions, alterations, maintenance and special repairs of existing Govt. Educational Buildings not borne on P. W. D. books subject to budget allotment.	Up to a limit of Rs. 2,500 per work.
35	To sanction lease of buildings for Govt. institutions and offices subject to the following certificates: (1) Executive Engineer's Certificate regarding non-availability of Govt. buildings. (2) Collector's certificate regarding reasonableness of rent. (3) Civil Surgeon's certificate regarding suitability from health point of view and subject to availability of funds.	Up to Rs. 250 per month for Govt. institution/office in each case for a period of one year.

(1)	(2)	(3)
36	To countersign D.C. Bills.	D.C. Bills of:— (a) His own office. (b) Post Graduate Ba Training Colleges. (c) Central Libraries. (d) Audio Visual Board. (e) N.C.C. units Junior Di sion.
37	Sanction contingent expenditure on saminars, workshops symposia and educational conferences subject to budget provision.	To the extent of Rs. 1,000 i each case of State and Inte State level meetings.
38	To sanction section writing and copying charges.	In respect of his own off within the maximum rates pre cribed provided the budg allotment is not exceeded.
39	Creation of posts of Govt. servants paid from contingencies.	Creation of posts to the e tent of the approved standa of staffing in the case of all in titutions provided that the e penditure can be met from th budget allotments at his di posal.
40	To sanction expenditure on refreshment for meeting at standard scales.	In respect of conferences meetings as are attended non-official or officials call from outside the Headquarte subject to the following:— (i) Tea will consist of Tea Coffee with a few biscu (a cold drink may substituted for tea coffee during summer) (ii) The order for tea will issued only by the he of department. (iii) Tea should not be ord ed as a matter of cour but only on important strenuous meetings.

(1)	(2)	(3)
		(iv) Tea may be ordered at 11.00 a.m. when the meeting lasts for most of the forenoon and at 4.00 p.m. when it lasts for most of afternoon and— (v) the charges for tea, including service shall not exceed fifty Paise per head.
41	Power to assess and sanction maintenance grants to educational institutions in excess in the case of maintenance grants for primary schools under management of local bodies and Janpad Sabhas in M.K. Region—	Maintenance grants upto Rs. 20,000 in each case subject to budget provision.
42	To check financial statements countersign grants in aid bills order recoveries on check of financial statements and withhold or suspend payment of grants-in-aid temporarily.	In respect of grants other than those controlled by Divisional and Distt. Officers.
43	To sanction opening and closure of provident funds for staff in non-pensionable service in non-Govenment institutions.	Full powers in respect of staff in non-Government institutions under his direct jurisdiction.
44	To settle the amount of the Government contribution towards provident fund of the teachers in aided institutions who quit their service.	In the case of staff in aided institutions directly under his jurisdiction.
45	To transfer provident fund accounts for teachers in non-pensionable service in non-Govt. institutions.	(a) In respect of inter-divisional transfer of provident fund accounts of staff of non-Govt. institutions under the jurisdiction of Divisional and D.E.O.

(1)	(2)	(3)
		(b) In respect of staff non-Govt. institutions direc under his jurisdiction.
46	To sanction refunds of revenue credited in favour of the Education Department.	In the cases of refunds of venue or deposits credited Treasury subject to verificat by the Treasury Officer.
47	To write off:	
	(a) Finally the irrecoverable value of stores of public money lost by fraud or negligence of individuals or other causes upto Rs. 200 provided the loss does not disclose: (i) a defect of system the amendment of which requires the order of the Government. (ii) suspicion of dishonesty on the part of Govt. servant.	(a) To write off the irre verable value of stores or p lic money lost by fraud or n ligence of individual or ot causes upto Rs. 200 durinig one year to any single office 'institution provided that r ponsibility for the fraud or n ligence is duly fixed.
	(b) Articles rendered unserviceable by fair wear and tear.	(b) Full powers.
48	Power to waive recovery of leave allowance irregularly drawn by applicant for pension.	In the case of persons whom he is the appoint authority to the extent of months pay, provided recov from pay and allowance or rears thereof is not feasible.
49	To sanction waiving of the recovery of the amount advanced as travelling expenses in connection with anti-rabic treatment: (i) for a Govt. servant himself. (ii) for members of family in special cases.	In the case of Govt. serv in Class III and IV serv under him.

Statement Showing the Delegation of Administrative Powers of the Principals of Government Colleges of Education.

S. No. (1)	Nature of power and relevant Rule (2)	Extent of delegation (3)
1	To make appointment.	Full powers subject to the rules and procedure prescribed by the State Government in respect of the undermentioned posts in his own institution and institutions under his jurisdiction:— *(i) Lecturer in Class III Service. (ii) Select Grade Upper Division Asstt. Masters and Asstt. Mistresses in M. K. Region. (iii) Head Masters and Asstt. Masters in the select grade Lower Division in M. K. Region. (iv) Carrer Masters in High and Higher Secondary Schools. (v) All Ministerial posts in his office (except Senior and Junior Auditors). (vi) Ministerial posts above Lower Division Clerks in his office and Institutions subordinate to him. (vii) Teachers and Craft Instructors. (viii) Librarians in his institution and institutions subordinate to him.
2	To order transfers of Government servants.	Full powers in respect of all Government servants below the rank of Class II Officers provided that (a) the establishment from which the Government servants are transferred and also (b) those to which they are trasferred are both within his jurisdiction.

*This power is exercised by the Director of Public Instruction until further orders.

(1)	(2)	(3)
3	To post a Government servant.	In the case of Government servants below the rank of Class II Officers for whom he is the appointing authority.
4	To accept a certificate signed by any female medical attendant in the case of a female candidate, (F.R. 10).	Full powers in respect of posts for which he is the appointing authority.
5.	To suspend a lien of a Government servant.	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be suspended.
6	To terminate a lien of a Government servant, (F. R. 14 C).	**Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be suspended.**
7	To terminate a lien on the written request of the Government servant, (F. R. 14 B).	Full powers provided he is authorised to make substantive appointments to the post.
8	To transfer a lien to a permanent post in the same cadre.	Full powers provided he is competent to make substantive appointments to both the posts in the cadre.
9	To retain in service after the prescribed age of superannuation.	In respect of members of teaching staff in educational institutions in Class III whose date of superannuation falls after 31st August, for whom he is the appointing authority up to the end of the academic session.
10	Power to make acting appointments or allow acting promotions in place of Government servants who are treated as on duty under F.R. 9 (6) (b) (F.R. 10). F.R.36.	Full powers in respect of Government servants for whom he is the appointing authority.

(1)	(2)	(3)
11	To fix pay of a Government servant treated as on duty under F.R. (6) (b).	Full powers in respect of Government servants, for whom he is the appointing authority, subject to the principles laid down in S.R., under F.R. [illegible]0.
12	(i) To appoint a Government servant to hold temporarily or to officiate in more than one post, and (ii) To fix the pay of the subsidiary posts and the amount of compensatory allowance to be drawn.	(a) To grant special pay to clerks who undertake the duties of clerks on leave in addition to their own duties subject to the condition that the special pay does not exceed Rs. 20 p.m. in each case in which a temporary clerk would otherwise have been employed and that the budget allotment provided for the leave reserve is not exceeded and the period involved exceeds 14 days but does not exceed three months. (b) To grant special pay to class IV Government servants who undertake to perform in addition to their own duties of Class IV servants on leave. Provided— (i) the special pay for officiating does not exceed Rs. 5 a month in each case, and the period involved exceeds 14 days but does not exceed three months. (ii) that no extra cost of Government is involved thereby, except in cases of grant of privilege leave.
13	Power to reduce the pay of an officiating Govt. servant under Fundamental Rule 35.	Full powers in respect of Govt. servants for whom he is the appointing authority.

(1)	(2)	(3)
14	To extend joining time on certain conditions within a maximum of 30 days subject to conditions prescribed in F.R. 106 S.R. 10.	Full powers in respect of Gazetted Officers, except in his own case and Class III and Class IV Govt. servants subordinate to him.
15	To pay an allowance from his contingent allotment for supply of drinking water and dusting of offices at the following rates:— (a) Rs. 3 p.m. to servants who are already in Govt. service. (b) Rs. 5 p.m. to persons who are not in Govt. service.	Full powers subject to the following conditions:— (a) That whole-time farrashes and water-men are not employed. (b) That the work to be done is really necessary. (c) That it is outside the regular duties of a menial who is already in Govt. service. (d) That the grant of the extra allowance to any such menial is distinctly more economical than employment of fresh agency.
16	To grant allowance for feeding a cat and winding clocks to Class IV Govt. servants or to servants paid from contingencies in his own office.	To the extent of Rs. 2 p.m. in each case.
17	To declare a temporary Govt. servant as quasi-permanent.	Full powers, in respect of Govt. servants for whom he is the appointing authority, provided he fulfils the conditions laid down in rule 3 of the Madhya Pradesh Govt. servants (Temporary and Quasi-permanent) Service Rule, 1960.
18	Power to extend leave in the case of overstayal of leave. (F.R. 73)	Full powers provided that he is the authority to grant leave and the Government servant on leave on his return to duty continues to be under the authority's administrative control.

(1)	(2)	(3)
19	Power to grant permission to a Govt. servant on leave to accept employment or take up service. [F.R. 69 (b)].	Full powers provided that he is the authority to grant leave.
20	Power to require a medical certificate of fitness before return from leave for reasons of health even though such leave was not actually granted on a 'Medical Certificate'. (F.R. 71).	Full powers provided that he is the authority to grant leave.
21	Power to accept a certificate signed by any registered Medical Practitioner in lieu of a 'Medical Certificate' as evidence of the fitness of a non-Gazetted Govt. servant to return on duty. (F.R. 71)	Full powers provided that he is the authority to grant leave.
22	To grant of Casual Leave.	In the case of all staff and officers in his office/institution, except that in his own case casual leave shall be granted by the next superior authority.
23	To commute retrospectively periods of absence without leave into leave without allowance, for the purpose of reckoning service for pension.	Full powers in respect of Govt. servants for whom he is the appointing authority.
24	Payment of arrears of pension on the death of pensioner if his heirs apply after one year of his death.	In case of Class III and IV Govt. servants for whom he is the appointing authority.
25	To sanction revival of pension and payment of arrears of pension exceeding Rs. 1,000 if pensioner appears for the first time after a lapse of more than one year.	In case of Class III and IV Govt. servants for whom he is the appointing authority.

(1)	(2)	(3)
26	Commencement of pension from the date on which pensioner is ceased to be borne on the establishment or the date of application whichever is later and relaxation thereof.	Full powers in respect of Govt. servants for whom he is the appointing authority.
27	To sanction pension in full or at a reduced rate.	Full powers in respect of Govt. servants for whom he is the appointing authority.
28	To sanction Supernnuation/Invalid/Retiring/Compensatory/Family pensions	Full powers in respect of Govt. servants for whom he is the appointing authority.
29	(i) Withholding of promotion including stoppage at an efficiency bar. (ii) Reduction of a lower post or time scale or to lower stage in the time scale. (iii) Recovery from pay of the whole or part of any pecuniary loss caused to Govt. by negligence or breach of orders. (iv) Suspension and reinstatement. (v) Removal from service which does not disqualify from future employment. (vi) Dismissal. (C.B.C. Part I-13)	Full powers in the case of Govt. servants in respect of whose posts he is the appointing authority.
30	(i) to order in the case of reinstated Govt. servant who is not fully exonarated that the period of absence from duty shall or shall not be treated as duty.	Full powers in the case of Govt. servants in respect of whose posts he is the appointing or appellate authority.

(1)	(2)	(3)
	(ii) to order in such cases payment of pay and allowances at a proportion of the full pay and allowances.	
31	To sanction and draw increments.	Full powers in respect of all non-gazetted staff serving under him.
32	To grant permission to leave headquarters during holidays.	In respect of officers and staff in his office/institution except that in his own case, permission shall be granted by the next superior authority.
	Note: Vacation officers are permitted to leave headquarters provided that they are not retained on duty by a specific order, by the authority competent to grant leave.	
33	To sanction change in the name of students.	Full powers in the case of students on the rolls of his institution on the written application of the parent or legal guardian.
34	To sanction temporary closure of schools on account of epidemic disease or other reasons on the advice of Distt. Medical Officer in each case.	Full powers in respect of his own institutions.
35	To rearrange and regulate holidays in cases where schools were closed on account of plague on other epidemics.	Full powers in the institutions attached to his college.
36	To order rustication or removal of students and pupils teachers from the rolls of educational institutions.	Full powers subject to regulations of the University or Board of Secondary Education concerned.
37	To select and approve plays proposed for performance in Govt. schools.	Full powers.

STATEMENT SHOWING FINANCIAL POWERS DELEGATED TO PRINCIPAL, POST GRADUATE BASIC TRAINING COLLEGES.

S. No. (1)	Nature of power and relevant rule. (2)	Extent of delegation (3)
1	To draw and disburse pay and allowances of establishments, contingencies and advances.	In respect of bills of his own institution.
2	To delegate to Gazetted Officers other than heads of institutions/offices, the power to draw and disburse pay and allowances of establishments, contingencies and advances. (Rule 125 MPTC Vol. I)	As an interim measure limited to a period of 6 months when the posts of gazetted heads of institutions, directly subordinate to him are vacant temporarily. The head of an office may authorise any gazetted officer serving under him to sign bills or order for him, communicating the name and specimen signature of the officer to the disbursing office concerned. *Note.*—This will not, however, relieve the head of the office, in any way, of his responsibility or the accuracy of the bill or for in disposal of the money received in payment.
3	To countersign T.A. bills. (F.R. 44 S.R. 137)	(a) T.A. bills of Gazetted Heads of institutions under his control. (b) T.A. Bills of all Government servants in his institution except his own T.A. bills. (c) T.A. bills of pupil teachers for journeys performed to join his institution for training. *Note.*—T.A. bills of pupil teachers for journeys performed after completion of their

(1)	(2)	(3)
		training, to join posts after completion of training, will be countersigned by the Gazetted Heads of offices and institutions to which they are posted after training and in the case of those posted to primary, middle and senior basic schools by the Distt. Educational Officer. In the case of Heads of offices, themselves, the T.A. bills will be countersigned by his immediate superior officers.
4	To decide whether a particular absence is absence or duty for the purpose of S.R. 41 Appendix V [F.R. 44, S.R. 41 and 42.]	Full powers in respect of Government servants for whom he is the countersigning authority for T.A. bills.
5	To restrict the frequency and duration of journeys. (F.R. 44 S.R. 43)	Full powers in respect of Govt. servants for whom he is the countersigning authority.
6	To permit a Government servant to draw daily allowance for halts during tour made on account of heavy rains, floods or sickness. (F.R. 44 S.R. 51-A)	Full powers for halts limited to 5 days by Government servant for whom he is the countersignihg authority.
7	To grant exemption from the rule limiting payment of daily allowance to halts on tour to few days in each case. (F.R. 44 S.R. 52)	Full powers upto a limit of 30 days in the case of non-gazetted officers serving under him subject to the conditions prescribed in S.R. 52 under F. R. 44, provided that daily allowance for halts in excess of 10 days may be reduced in his descretion according to the circumstances in each case. Full powers upto a limit of 30 days in the case of Gazetted Officers, the D.A. for halts in excess of 10 days but not excee-

(1)	(2)	(3)
		ding 20 days should be restricted to 3/4th of the normal rate of D.A. and not exceeding one halt of the rate for halts exceeding twenty days.
8	To impose restrictions on the exchange of daily allowance for mileage allowance on particular days by a Govt. servant. (F.R. 44 S.R. 55)	Full powers in respect of staff serving under him.
9	To impose restrictions on the change of daily allowance for mileage allowance by non-gazetted ministerial or Class IV servants travelling in a public or hired conveyance. (F.R. 44 S.R. 56)	Full powers in respect of staff serving under him.
10	To hire, conveyance by a non-gazetted Government servant when dispatched to duty to a place at some distance from his office or is summoned to his office by a special order of a Gazetted Officer.	Full powers in respect of non-gazetted Government servants serving under him provided:— (a) that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used. (b) that the Government servant concerned is not entitled to draw travelling allowance under the ordinary rule for the journey, and that he is not granted casual leave to

(1)	(2)	(3)
		compensate to being required to work out of office hours and does not and will not otherwise receive any special remuneration necessitated the journey. *Note.*—This expenditure is debitable to the contingent expenditure of the office or institutions to whom the non-gazetted Government servant belongs.
11	To permit the recovery of the actual cost of maintaining camp equipage during the halt at or near headquarters. (F.R. 44 S.R. 64)	Full powers in respect of Government servants for whom he is the countersigning authority.
12	To disallow travelling allowance for a journey to attend on obligatory examination if the authority exercising the power considers that the candididate has capably neglected the duty of preparing for it. (F.R. 44 S.R. 92)	Full powers in respect of Government servants for whom he is the countersigning authority.
13	To allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension. [F.R. 44, S.R. 119(b)].	Full powers in respect of Government servants in respect of whom he is the countersigning authority provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession and provided that the Government servant is declared unfit by the Medical board.
14	To countersign bill of reimbursement of medical expenses.	Full powers in respect of Government servants in respect of whom he is the countersigning authority for T.A. bills subject to rules regulating reimbursement of expenses of medical treatment of Government servants and members of their families.

(1)	(2)	(3)
15	Power to sanction the acceptance of a fee for private institutions and other work. (F.R. 47 S.R. 1)	In the case of fees for private tuition to the extend of Rs. 30 p.m. in each case to the staff in his institutions.
16	To sanction advances from provident fund limited to three months pay or half of the amount at credit whichever is less, in cases where special reasons are not required. (G.P.F. Rule 14)	In the case of Gazetted Officers for whom he is the countersigning authority for T.A. bills and Class III and IV Government servants. *Note.*—No Government servant is allowed to sanction and advance in his own favour.
17	To sanction advances from Provident Fund in cases where special reasons are required.	To all Class III and Class IV Government servants for whom he is the authority to countersign T.A. bills. *Note.*—No officer is allowed to sanction an advance in his own favour.
18	To permit recovery of arrears of G.P. Fund subscription together with interest thereon in monthly instalments. (G.P. Fund Rule 13 and Rule 203 M.P.T.C.)	In instalment not exceeding 12 monthly instalments where recovery in a single instalment is likely to be more than one third of the pay of the Government servant in the case of Class III and IV Government servants for whom he is the authority to countersign T. A. Bills.
19	To sanction final withdrawals from G. P. Fund deposits of Government servants for:	
	(a) Meeting expenditure on marriages of their sons and daughters or in the case of a Govt. servant who has no daughter for the marriage, of any other female relation dependent on him.	

(1)	(2)	(3)
(b)	Meeting the cost of education of himself or a member of his family, dependent on him beyond the high school stage (i) outside India, or (ii) in India for technical or specialised courses of not less than three years. (G.P. Fund Rule 14)	In respect of all Class III and IV Government servants for whom he is the authority to countersign T.A. Bills subject to prescribed restrictions.
20	To sanction advances of pay and T.A. admissible to Govt. servants on transfer, under rule 268 and 271 of the M. P. Financial Code Vol. I and notes thereunder.	To himself and to members of his staff.
21	To sanction advances to Govt. servants for journey on tour, subject to adjustment on return to headquarters or 31st March whichever is earlier. (Rule 271 and 272 of M.P. Fin. Code)	(a) Full powers in respect of advances to non-gazetted staff serving under him, sufficient to cover their personal travelling expenses for a month. (b) Full powers in respect of advances to gazetted staff serving under him, sufficient to cover his travelling expenses for journey on duty outside the State. (c) To a Govt. servant, other than and Inspecting Officer, for himself or an Asstt. or Deputy proceeding on tour upto an amount sufficient to cover for a month his contingent charges, subject to adjustment upon the Government servant return to headquarters or 31st March whichever is earlier.
22	To purchase books and periodicals for use of libraries of schools.	Full powers to the limit of budget allotment.

(1)	(2)	(3)
23	To purchase of furniture equipment and stores. *Note.*—Purchase should be effected after obtaining competitive quotations and tenders which should be advertised in the case of all purchases exceeding Rs. 7,500 made at a time. Limited tenders should be called in the case of all purchase exceeding Rs. 500 made at a time. Quotations should be obtained for purchases of Rs. 500 or less.	Subject to:— (a) Limit of budget allotment. (b) In confirmity with prescribed standard of equipment and schedule of rates. (c) Subject to the limit of Rs. 1,000.
24	To sanction expenditure on additions, alterations, maintenance and special repairs of existing Govt. Educational Buildings not borne on P. W. D. books subject to budget allotment.	Upto a limit of Rs. 200 in each case and a limit of Rs. 1,000 for the whole division.
25	To countersign D. C. Bills.	D. C. Bills of institutions under his control.
26	To regulate the employment of hostel servants paid from contingencies.	Full powers subject to the following limits:— (a) The total number of hostel servants does not exceed 15 per cent of the total number of resident students. (b) The rates of pay do not exceed the market rates fixed by the Collector of the District; and (c) The contingent allotment of the institution is not exceeded.

(1)	(2)	(3)
27	To exempt pupils from payment of hostel fees for those months of school term during which they are not actually in residence whose poverty and special circumstances justify the exemption.	For every special reasons in the case of pupil leaving or joining the hostel in mid-session for the period of non-residence.
28	To grant remission of re-admission fee and arrears of tuition fee for the period of breaks in enrolment.	In his own College.
29	To raise and maintain the following recognised funds in Govt. schools in addition to the Activities fund.	Full powers provided that a list of funds maintained is submitted to the controlling officer every year in September.
(1)	Funds in aid of poor students.	
(2)	Hostel Mess Fund.	
(3)	Cooperative Shop Fund.	
(4)	Scout, Girls Guide and Red Cross funds.	
(5)	Science Club Fund.	
30	To approve extra curricular activities (other than games Jymnasium Tournament and other athetic activities juvenile library, publication of school or college magazine, Science club, social gathering and other celebrations of the institutions) for which expenditure may be incurred from the Activities fund in Govt. schools.	In respect of institutions attached to his college.
31	To write off:—	
(a)	Finally the irrecoverable value of stores of public money lost by fraud or negligence of individuals or other causes upto Rs 200 provided the loss does not disclose.	(a) In his own institution and institutions under him upto Rs 100 during any one single office or institution provided that responsibility for the loss by the fraud or negligence is duly fixed.

(1)	(2)	(3)
	(i) a defact of system the amendment of which requires the order of the Government.	
	(ii) suspicion of dishonesty on the part of Govt. servant.	
	(b) Articles rendered unserviceable by fair wear and tear.	(b) In his own institution and institutions under him upto Rs. 100.
32	Power to waive recovery of leave allowance irregularly drawn by applicant for pension.	In the case of persons for whom he is the appointing authority to the extent of 3 months pay, provided recovery from pay and allowances or arrears thereof is not feasible.
33	To sanction waiving of the recovery of the amount advanced as travelling expenses in connection with anti-rabic treatment:	In the case of Government servants of class III and IV serving under him.
	(i) For a Government servant himself.	
	(ii) For members of family in special case.	

Statement showing the Delegation of Administrative Powers to the Divisional Superintendent of Education

S. No. (1)	Nature of powers and relevant rule (2)	Extent of delegation (3)
1	To make appointment	Full powers subject to the rules and procedure pre cribed by the State Government in respect of the undermentioned posts in his own office, and offices and institutions under his jurisdiction : *(*i*) Lecturers in Class III service. (*ii*) Assistant District Inspectors. (*iii*) Select grade upper division Assistant District Inspectors, Assistant Master and Asstt. Mistress in M. K. Region. (*iv*) Head Masters and Assistant Masters in the Select Grade Lower Dn. in M. K. Region. (*v*) District Librarians, Librarians and Issue Assistant in District Libraries, Librarians in Training Institutions and in Govt. High and Higher Secondary Schools. (*vi*) Carrer Masters in High and Higher Secondary Schools. (*vii*) Upper Division Clerks in Junior Division Units of N. C. C. (*viii*) All Ministerial posts in his own office (except Senior and Junior Auditors). (*ix*) Ministerial posts above Lower Division Clerks in offices and institutions subordinate to him. (*x*) Teachers and Craft Instructors in all institutions other than Government Primary, Middle and Senior Basic Schools.
2	To order transfers of Government servants.	Full powers in respect of all Government servants below the rank of Class II Officers provided that (*a*) the establishment from which Government servants are transferred and also (*b*) those to which they are transferred are both within his Jurisdiction.
3	To post a Government servant	In the case of Government servants below the rank of Class II Officers for whom he is the appointing authority.

*This power is exercised by the Director of Public Instruction until further orders.

(1)	(2)	(3)
4	To accept a certificate signed by any female medical attendant in the case of a female candidate. (F.R. 10)	Full powers in respect of all the posts for which he is the appointing authority.
5	To suspend a lien of a Government servant.	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be suspended.
6	To terminate a lien of a Government servant. (F.R. 14-c)	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be terminated.
7	To terminate a lien on the written request of the Government servant. (F.R. 14-b)	Full powers provided he is authorised to make substantive appointments to the post.
8	To transfer a lien to a permanent post in the same cadre.	Full powers provided he is competent to make substantive appointments to both the posts in the cadre.
9	To retain in service after the prescribed age of superannuation.	In respect of members of teaching staff in Educational Institutions in Class III whose date of superannuation falls after 31st August for whom he is the appointing authority, up to the end of the academic session.
10	Power to make acting appointments or allow acting promotions in place of Government servants who are treated as on duty under F.R. 9(6) (b) F.R. 36.	Full powers in respect of Government servants for whom he is the appointing authority.
11	To fix pay of a Government servant treated as on duty under F.R. (6) (b).	Full powers in respect of Government servants, for whom he is the appointing authority, subject to the principles laid down in S.R. under F.R. 20.

(1)	(2)	(3)
12	(i) To appoint a Government servant to hold temporarily or to officiate in more than one post, and (ii) To fix the pay of the subsidiary posts and the amount of compensatory allowance to be drawn.	(a) to grant special pay to clerks who undertake the duties of clerks on leave in addition to their own duties subject to the condition that the special pay does not exceed Rs 20 per month in each case in which a temporary clerk would otherwise have been employed and that the budget allotment provided for the leave reserve is not exceeded and the period involved exceeds 14 days but does not exceed three months. (b) To grant special pay to class IV Government servants who undertake to perform in addition to their own duties of class IV servants on leave; Provided:— (i) the special pay for officiating does not exceed Rs. 5 a month in each case, and the period involved exceeds 14 days but does not exceed three months. (ii) that no extra cost of Government is involved thereby, except in cases of grant of privilege leave.
13	Power to reduce the pay of an officiating Government servant under F.R. 35.	Full powers in respect of Government servants for whom he is the appointing authority.
14	To extend joining time on certain conditions within a maximum of 30 days subject to conditions prescribed in F.R. 106 S.R. 10.	Full powers in respect of Gazetted Officers except in his own case and Class III and Class IV Government servants subordinate to him.
15	To pay an allowance from his contingent allotment for supply of drinking water and dusting of offices at the following rates.	Full powers subject to the following conditions:— (a) That whole time Farrashes and Watermen are not employed.

(1)	(2)	(3)
	(a) Rs. 5 per month to servants who are already in Government service. (b) Rs. 7 per month to persons who are not in Government service.	(b) That the work to be done is really necessary. (c) That it is outside the regular duties of a menial who is already in Government service. (d) That the grant of extra allowance to any such menial is distinctly more economical than employment of fresh agency.
16	To grant allowance for feeding of a cat and winding clocks to Class IV Government servants or to servants paid from contingencies in his own offices.	To the extent of Rs. 2 per month in each case.
17	To declare a temporary Government servant quasi-permanent.	Full powers, in respect of Government servants for whom he is the appointing authority, provided the Government servant fulfils the conditions laid down in rule 3 of the Madhya Pradesh Government Servants (temporary and quasi-permanent) Service Rule 1960.
18	Power to prescribe the Headquarters of Government servant and to define the limits of a Government servants sphere of duty. (F.R. 44, S.R. 29 and 40)	Full powers in the case of A.D.I.S. in consultation with Collectors.
19	Power to extend leave in the case of overstayal of leave. (F.R. 73)	Full powers, provided that he is the authority to grant leave and the Government servant on leave on his return to duly continues to be under the authority's administrative control.
20	Power to grant permission to a Government servant on leave to accept employment or take up service. [F.R. 69(b).]	Full powers provided that he is the authority to grant leave.

(1)	(2)	(3)
21	Power to require a medical certificate of fitness before return from leave for reasons of health even though such leave was not actually granted on a 'Medical Certificate' (F.R. 71)	Full powers provided that he is the authority to grant leave.
22	Power to accept a certificate signed by any registered Medical Practitioner in lieu of a 'Medical Certificate' as evidence of the fitness of a non-gazetted Government servant to return on duty. (F.R. 71)	Full powers provided that he is the authority to grant leave.
23	Grant of casual leave.	In the case of all Staff and officers in his own office except that in his own case Casual Leave shall be granted by the next superior authority.
24	To commute retrospectively periods of absence without leave into leave without allowance, for the purpose of reckoning service for pension.	Full powers in respect of Government servants for whom he is the appointing authority.
25	Commencement of pension from the date on which pensioner is ceased to be borne on the establishment or the date of application whichever is later and relaxation thereof.	Full powers in respect of Government servants for whom he is the appointing authority.
26	To sanction pension in full or at a reduced rate.	Full powers in respect of Government servants for whom he is the appointing authority.
27	To sanction superannuation / Invalid / Retiring/ Compensatory / Family pensions.	Full powers in respect of Government servants for whom he is the appointing authority.

(1)	(2)	(3)
28	To sanction revival of pension and payment of arrears of pension exceeding Rs. 1,000 if pensioner appears for the first time after a lapse of more than one year.	In case of class III and IV Government servants for whom he is the appointing authority.
29	Payment of arrears of pension on the death of pensioner if his heirs apply after one year of his death.	In case of class III and IV Government servants for whom he is the appointing authority.
30	(i) Withholding of promotion including stoppage at an efficiency bar. (ii) Reduction to a lower post or time scale or to a lower stage in the time scale. (iii) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breath of orders. (iv) Suspension and reinstatement. (v) Removal from service which does not disqualify from future employment. (vi) Dismissal. (G.B.C. Part I-13)	Full powers in the case of Government servants in respect of whose posts he is the appointing authority.
31	(i) To order in the case of reinstated Government servant who is not fully exhonorated that the period of absence from duty shall or shall not be treated as duty. (ii) to order in such cases payment of pay and allowances at a proportion of the full pay and allowances.	Full powers in the case of Government servants in respect of whose posts he is the appointing or appeallant authority.

(1)	(2)	(3)
32	To sanction and draw increments.	Full powers in respect of all non-gazetted staff serving under him.
33	To grant permission to leave headquarters during holidays. *Note.*—Vacation officers are permitted to leave Headquarters provided that they are not retained on duty by a specific order by the competent authority competent to grant leave.	In respect of officers and staff in his office and heads of offices and institutions subordinate to him except that in his own case, permission shall be granted by the next superior authority.
34	To approve annual and monthly work statement and tour programme.	In respect of District Educational Officer.
35	Grant of Departmental recognition.	Full powers in respect of Secondary Schools.
36	To approve the opening of new or additional classes or sections in non-Government Institutions.	Full powers in the case of non-Government Secondary Schools.
37	To re-arrange and regulate holidays in cases where schools were closed on account of plague or other epidemics.	Full powers in Secondary schools and Training institutions under his control.
38	To award, suspend or withdraw award (rescind award) of stipends and scholarships.	(a) Merit Scholarships tenable in classes above Middle School Classes in High and Higher Secondary Schools. (b) Merit-cum-means stipends for music and Arts tenable in institutions under their control. (c) Merit-cum-means stipends for games and sports tenable in institutions under their control. (d) Ment-cum-means stipends for Junior Division N.C.C. tenable in institutions under their control.

STATEMENT SHOWING FINANCIAL POWERS DELEGATED TO DIVISIONAL SUPERINTENDENT OF EDUCATION

S.No. (1)	Nature of power and relevant rule (2)	Extent of delegation (3)
1	To draw and disburse pay and allowances of establishments, contingencies and advances.	In respect of bills of his own office.
2	To delegate to Gazetted Officers other than heads of institutions, offices, the power to draw and disburse pay and allowances of establishlments, contingencies and advances. (Rule 125 M.P.T.C. Vol. I.)	As an interim measure, limited to a period of six months when the post of Gazetted heads of offices and institutions subordinate to him are vacant temporarily. The head of an office may authorise any gazetted officer serving under him to sign bill or order for him, communicating the name and specimen signature of the officer to the disbursing office concerned. *Note.*—This will not, however, relieve the head of the office, in any way, of his responsibility for the accuracy of the bill or for disposal of the money received in payment.
3	To countersign T.A. Bills. (F.R. 44 S.R. 137)	(a) T. A. bills of Gazetted heads of offices and institutions under his control. (b) T. A. Bills of all Government servants in his office except his own T.A. bills.
4	To decide the shortest of two or more routes and to allow mileage allowance to be calculated by a route other than the cheapest. (F.R. 44 S.R. 16 and 17)	Full powers for journeys by Government servants subordinate to him within his jurisdiction provided that the selection of the route is in the interest of Government.
5	To decide whether a particular absence is absence or duty for purpose of S.R. 41 Appx. V. (F.R. 44 S.R. 41 and 42)	Full powers in respect of Government servants for whom he is the countersigning authority for T.A. bills.

(1)	(2)	(3)
6	To restrict the frequency and duration of journeys. (F.R. 44 S.R. 43)	Full powers in respect of Government servants for whom he is the countersigning authority.
7	To permit a Government servant to draw daily allowance for halts during tour made on account of heavy rains, floods or sickness. (F.R. 44 S.R. 51-A)	Full powers for halts limited to 5 days by Government servants for whom he is the countersigning authority.
8	To grant exemption from the rule limiting payment of daily allowance to halts on tour to few days in each case. (F.R. 44 S.R. 52)	Full powers up to a limit of 30 days in the case of non-gazetted officers serving under him subject to the conditions prescribed in S.R. 52 under F. R. 44, provided that daily allowance for halts in excess of 10 days may be reduced in his discretion according to the circumstances in each case. Full powers up to a limit of 30 days in the case of Gazetted Officers, the D.A. for halts in excess of 10 days but not exceeding 20 days should be restricted to 3/4th of the normal rate of D.A. and not exceeding one half of the rate for halts exceeding twenty days.
9	To impose restrictions on the exchange of daily allowance for mileage allowance on particular days by a Government servant. (F.R. 44 S.R. 55)	Full powers in respect of officers serving under him.
10	To impose restrictions on the exchange of daily allowance for mileage allowance by non-gazetted ministerial or class IV servants travelling in a public or hired conveyance. (F.R. 44 S.R. 56)	Full powers in respect of staff serving under him.

(1)	(2)	(3)
11	To allow the actual cost of maintaining camp during sudden journey on duty away from it. (F.R. 44 S.R. 58)	Full powers in respect of non-gazetted officers serving under him :—
12	To hire conveyance by a non-gazetted Government servant when despatched to duty to a place at some distance from his office or is summoned to his office by a special order of a Gazetted Officer.	Full powers in respect of non-gazetted officers serving under him, provided,— (a) that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used. (b) that the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and that he is not granted casual leave to compensate to being required to work out of office hours and does not and will not otherwise receive any special remuneration necessitated the journey. *Note.*—This expenditure is debitable to the contingent expenditure of the office or institutions to whom the non-gazetted Government servant belongs.
13	To permit the recovery of the actual cost of maintaining -camp equipage during a halt or near headquarters. (F.R. 44 S.R. 64)	Full powers in respect of Government servants for whom he is the countersigning authority.

(1)	(2)	(3)
14	To disallow travelling allowance for a journey to attend on obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it. (F. R. 44, S.R. 92).	Full powers in respect of Government servants for whom he is the countersigning authority.
15	To allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension. (F.R. 44, S.R. 119-B).	Full powers in respect of Government servants in respect of whom he is the countersigning authority provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession and provided that the Government servant is declared unfit by the Medical Board.
16	To countersign bills of reimbursement of medical expenses.	Full powers in respect of Government servants for whom he is the countersigning authority for T.A. bills subject to rules regulating reimbursement of expenses of medical treatment of Government servants and members of their families.
17	To sanction advances from provident fund limited to three months pay or half the amount at credit whichever is less, in cases where special reasons are not required. (G. P.F. Rule 14).	In the case of Gazetted Officers for whom he is the countersinging authority for T.A. bills. In the case of Class III and Class IV Government servants. *Note.*—No Government servant is allowed to sanction an advance in his own favour.
18	To sanction advances from provident fund in cases where special reasons are required.	To all Class III and IV Government servants for whom he is the authority to countersign T.A. bills. *Note.*—No officer is allowed to sanction an advance in his own favour.

(1)	(2)	(3)
19	To permit recovery of arrears of G. P. Fund subscription together with interest thereoñ in monthly instalments, (G.P. F. Rule 13 and MPTC Rule 203).	In instalment not exceeding 12 months instalments where recovery in a single instalment is likely to be more than one third of the pay of the Government servant in the case of Class III and IV Government servant for whom he is the countersigning authority for T.A. bills.
20	To sanction final withdrawals from G.P. Fund deposits of Government servants for: (a) Meeting expenditure on marriages of their sons and daughters, or in the case of a Government servant who has no daughter, for the marriage, of any other female relation dependent on him. (b) Meeting the cost of education of himself or a member of his family, dependent on him beyond the High School stage (i) outside India, or (ii) in India for technical or specialised courses of not less than three years, (G.P.F. Rule 14).	In respect of all Class III and IV Government servants for whom he is the authority competent to countersign T.A. bills subject to prescribed restrictions.
21	To sanction advances of pay and T.A. admissible to Government servants on transfer, under rule 268 and 271 of the M. P. Financial Code Vol. I and notes thereunder.	To himself and to members of his taff.
22.	To sanction advances to Government servants for journey on tour, subject to adjustment on return to Headquarters or 31st March whichever is earlier, (Rule 271 and 272 of M. P. Finnacial Code).	(a) Full powers in respect of advances to non-gazetted staff serving under him, sufficient to cover their personal travelling expenses for a month.

(1)	(2)	(3)
		(b) Full powers in respect of advances to gazetted staff serving under him, sufficient to cover his travelling expenses for journey on duty outside the State. (c) To a Government servant, other than an Inspecting Officer, for himself or an Asstt. or Deputy proceeding on tour upto an amount sufficient to cover for a month his contingent charges, subject to adjustment upon the Govt. servants return to headquarters or 31st March whichever is earlier.
23	To purchase of furniture, equipment and stores. *Note*—Purchase should be effected after obtaining competative quotations and tenders which would be advertised in the competitive quotations exceeding Rs. 7,500 made at a time. Limited tenders should be called in the case of all purchases exceeding Rs. 500 made at a time. Quotations should be obtained for purchases of Rs. 500 or less.	In respect of Government High and Higher Secondary Schools and B.T.Is. subject to:— (a) Limit of budget allotment. (b) In confirmity with prescribed list of standard equipment and schedule of rates. (c) Subject to further limits as follows:— For Government High, Higher Secondary Schools and B.T.Is.— Rs. 1000. In his own office—Rs. 200. For Agricultural High Schools—Rs. 2,000.
24	To sanction expenditure on additions, alterations, maintenance and special rapairs of existing Govt. Educational Buildings not borne on P. W. D. Books subject to budget allotment.	Up to a limit of Rs. 200 in each case and a limit of Rs. 1000 for the whole division.

(1)	(2)	(3)
25	To sanction lease of buildings for Govt. institutions and offices subject to the following certificates:— (1) Executive Engineer's Certificate regardind non-availability of Govt. buildings. (2) Collector's certificate regarding reasonableness of rents. (3) Civil Surgeon's certificate regarding suitability of health point of view. and subject to availability of funds.	Upto Rs. 25 p.m. for Govt. institutions in each case for a period of 5 years.
26	To countersign D.C. Bills	D. C. Bills of:— (a) Distt. Educational Officers and his own office. (b) Institutions under his control.
27	Sanction to contingent expenditure on seminars, workshops symposia and Educational conferences subject to budget provision.	To the extent of Rs. 200 in each case of Divisional and State level meeting.
28	Power to assess and sanction maintenance grants to educational institutions in excess in the case of maintenance grant for pirmary schools under management of local bodies and Janpad Sabhas in M. K. Region.	Maintenance grants upto Rs. 10000 in each case subject to budget provision.
29	To check financial statements countersign grants in aid bills order recoveries on check of financial statements and withhold or suspend payment of grants-in-aid temporarily.	In respect of grants for non-Govt. and Local body, High and Higher secondary Schools and Training Institution for under graduates.

(1)	(2)	(3)
30	To sanction opening and closure of provident funds for staff in non-pensionable service in non-Govt. institutions.	Full powers in respect of staff in non-Government institutions directly under his jurisdiction.
31	To transfer provident fund accounts for teachers in non-pensionable service an non-Govt. institutions.	In respect of transfer within the Division of provident fund accounts of staff in non-Govern-institutions under his jurisdiction.
32	To settle the amount of Government contribution towards provident fund of the teachers in aided institutions who quit their service.	In the case of staff in aided institutions directly under his jurisdiction.
33	To approve extra curricular activities (other than games, gymnasium, tournaments and other atheletic activities, juvenile library, publication of school or college magazine Scinece Club, social gathering and other celebrations of the institutions) for which expenditure may be incurred from the Activities fund in Government Schools.	In Government High and Higher Secondary and Training Institutions under his control.
34	To sanction refunds of revenue credited in favour of the Education Department.	In respect of refunds to pupils or guardians of amounts of tuition or examination fees properly credited into Government treasuries but refundable under the rules governing such refunds.
35	To write off:—	
	(a) Finally the irrecoverable value of stores of public money lost by fraud or negligence of individuals or other causes upto Rs. 200 provided the loss does not disclose.—	(a) In his own office and in offices and institutions subordinate to him upto Rs. 100 during any one year to any single office or institution provided that responsibility for the loss by the fraud or negligence is duly fixed.

(1)	(2)	(3)
	(i) a defect system the amendment of which required the order of the Government.	
	(ii) suspicion of dishonesty on the part of Government servant.	
	(b) Articles rendered unserviceable by fair wear and tear.	(b) In his own office and offices and institutions subordinate to him upto Rs 100.
36	Power to waive recovery of leave allowance irregularly drawn by applicant for pension.	In the case of persons for whom he is the appoint authority to the extent of 3 months pay, provided recovery from pay and allowances or arrears thereof is not feasible.
37	To sanction waiving of the recovery of the amount advanced as travelling expenses in connection with antirabic treatment:—	In the case of Government servant of Class III and Class IV serving under him.
	(i) For a Government servant himself.	
	(ii) For members of family in special case.	

Statement Showing the Delegation of Administrative Powers to District Educational Officer.

S. No.	Nature of powers and relevant Rule.	Extent of delegation.
(1)	(2)	(3)
1	To make appointment.	Full powers subject to rules and procedure prescribed by the State Government in respect of the undermentioned posts in his office institutions under his jurisdiction.— (a) to the following Class III posts:— (i) Headmasters and Head Mistresses of Middle Schools other than those in Lower Division Select Grade of M.K. Region. (ii) Lower Division Clerks in his office and District Library and institutions subordinate to him. (iii) Teachers, Craft Instructors in Primary, Middle and Senior Basic Schools other than those of Lower Division Select Grade in M.K. Region. (b) Class IV posts in his own office and in institutions subordinate to him.
2	To order transfers of Government servants.	Full powers in respect of all Government servants below the rank of Class II Officers provided that (a) the establishment from which the Government servants are transferred and also (b) those to which they are transferred are both within his jurisdiction.

(1)	(2)	(3)
3	To post a Government servant.	In the case of Government servant below the rank of Class II Officers for whom he is the appointing authority.
4	To accept a certificate signed by any female medical attendant in the case of a female candidate. (F. R. 10).	Full powers in respect of all the posts for which he is the appointing authority.
5	To suspend a lien of a Government servant.	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be suspended.
6	To terminate a lien of a Government servant. (F.R. 14-C).	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be terminated.
7	To terminate a lien on the written request of a Government servant. (F.R. 14-b)	Full powers provided he is authorised to make substantive appointment to the post.
8	To transfer a lien to a permanent post in the same cadre.	Full powers provided he is competent to make substantive appointments to both the posts in the cadre.
9	To retain in service after the prescribed age of superannuation.	In respect of members of teaching staff in Educational Institutions in Class III whose date of superannuation, falls after 31st August for whom he is the appointing authority, up to the end of the academic session.
10	Power to make acting appointments or allow acting promotions in place of Government servants who are treated as on duty under F.R. 9(6), (b) F.R. 36.	Full powers in respect of Government servants for whom he is the appointing authority.

(1)	(2)	(3)
11	To fix pay of a Government servant treated as on duty under F.R.(6) (b).	Full powers in respect of Government servants, for whom he is the appointing authority, subject to the principles laid down in S. R. under F.R. 20.
12	(i) To appoint a Government servant to hold temporarily or to officiate in more than one post, and (ii) To fix the pay of the subsidiary posts and the amount of compensatory allowance to be drawn.	(a) To grant special pay to clerks who undertake the duties of clerks on leave in addition to their own duties subject to the condtion that the special pay does not exceed Rs. 20 p.m. in each case in which a temporary clerk would otherwise have been employed and that the budget allotment provided for the leave reserve is not exceeded and the period envolved exceeds 14 days but does not exceed three months. (b) To grant special pay to class IV Government servants who undertake to perform in addition to their own duties of Class IV servants on leave. Provided— (i) the special pay for officiating does not exceed Rs. 5 a month in each case, and the period involved exceeds 14 days but does not exceed three months. (ii) that no extra cost of Government is involved thereby, except in cases of grant of privilege leave.
13	Power to reduce the pay of an officiating Government servant under F.R. 35.	Full powers in respect of Government servants for whom he is the appointing authority.
14	To extend joining time on certain conditions within a maximum of 30 days subject to conditions prescribed in F.R. 106, S.R. 10.	In respect of Class III and Class IV servants subordinate to him.

(1)	(2)	(3)
15	To pay an allowance from his contingent allotment for supply of drinking water and dusting of offices at the following rates:— (a) Rs. 5 p.m. to servants who are already in Government service. (b) Rs. 7 p.m. to persons who are not in Government service.	Full powers subject to the following conditions:— (a) That whole time Farrashes Watermen are not employed. (b) That the work to be done is really necessary. (c) That it is outside the regular duties of a menial who is already in Government service. (d) That the grant of the extra allowance to any such menial is distinctly more economical than employment of fresh agency.
16	To grant allowance for feeding of a cat and winding clocks to Class IV Government servants or to servants paid from contingencies in his own offices.	To the extent of Rs. 2 p.m. in case.
17	To declare a temporary Government servant as quasi-permanent.	Full powers, in respect of Government servants for whom he is the appointing authority, provided the Government servant fulfils the conditions laid down in rule 3 of M.P. Government Servants Temporary and Quasi-permanent Service Rule 1960.
18	Power to extend leave in the case of overstayal of leave (F. R. 73).	Full powers provided that he is the authority to grant leave and the Government servant on leave on his return on duty continues to be under the authority's administrative control.
19	Power to grant permission to a Government servant on leave to accept employment or take up service, F. R. 69 (b).	Full powers provided that he is the authority to grant leave.

(1)	(2)	(3)
20	Power to require a medical certificate of fitness before return from leave for resons of health even though such leave is not actually granted on a 'Medical Certificate'. (F.R. 71).	Full powers provided that he is the authority to grant leave.
21	Power to accept a certificate signed by any registered Medical practitioner in lieu of a 'Medical Certificate' as evidence of a fitness of a non-gazetted Govt. servant to return on duty. (F. R. 71).	Full powers provided that he is the authority to grant leave.
22	Grant of casual leave.	In case of all staff and officers in his office, except that in his own case C.L. shall be granted by the next superior authority.
23	To commute retrospectively periods of absence without leave into leave without allowance, for the purpose of reckoning service for pension.	Full powers in respect of Government servants for whom he is the appointing authority.
24	Commencement of pension from the date on which pensioner is ceased to be borne on the establishment or the date of application which ever is later and relaxation thereof.	Full powers in respect of Government servants for whom he is the appointing authority.
25	To sanction pension in full or at a reduced rate.	Full powers in respect of Government servants for whom he is the appointing authority.
26	Payment of arrears of pension on the death of pensioner if his heirs apply after one year of his death.	In case of class III and IV Government servants for whom he is the appointing authority.

(1)	(2)	(3)
27	To sanction revival of pension and payment of arrears of pension exceeding Rs. 1000 if pensioner appears for the first time after a lapse of more than one year.	In case of class III and IV Govt. servants for whom he is the appointing authority.
28	To sanction superannuation/ Invalid/Retiring/Compensatory/Family pensions. sions.	Full powers in respect of Government servants for whom he is the appointing authority.
29	(i) Withholding of promotion including stoppage at an efficiency bar. (ii) Reduction to a lower post or time scale or to a lower stage in the time scale. (iii) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders. (iv) Suspension and reinstatement. (v) Removal from service which does not disqualify from future employment.	Full powers in the case of Government servants in respect of whose posts he is the appointing authority.
30	(i) To order in the case of reinstated Government servant who is not fully exonorated that the period of absence from duty shall or shall not be treated as duty. (ii) To order in such cases payment of pay and allowances at a proportion of the full pay and allowances.	Full powers in the case of Government servants in respect of whose posts he is the appointing authority or appealent authority.

(1)	(2)	(3)
31	To sanction and draw increments.	Full powers in respect of all non-gazetted staff serving under him.
32	To grant permission to leave headquarters during holidays. *Note.*—Vacation officers are permitted to leave Headquarters provided that they are not retained on duty by a specific order by the authority competent to grant leave.	In respect of officers and staff in his office and heads of offices and institutions subordinate to him except in his own case permission shall be granted by the next superior authority.
33	To approve annual and monthly work statement and tour programme.	In respect of A.D.I.S. and District Librarians.
34	To sanction change in the date of birth of a pupil in school records.	Only in cases arising from proved clerical errors in records of schools under his control.
35	Grant of Departmental recognition.	Full powers in respect of Pre-primary, Primary, Middle Senior Basic Schools and Public Libraries.
36	To approve the opening of new or additional classes or sections in non-Government Institutions.	Full powers in the case of non-Government Pre-primary, Primary, Middle, Junior and Senior Basic Schools.
37	To sanction temporary closure of schools on accounts of epidemic disease or other reasons on the advice of District Medical Officer in each case.	Full powers in respect of Pre-Primary, Middle, Junior and Senior Basic Schools.
38	To re-arrange and regulate holidays in cases where schools were closed on account of plague or other epidemics.	(1) Full powers in Government Middle and Senior Basic Schools. (2) To A.D.I.S. In respect of Government Primary Schools.

(1)	(2)	(3)
39	To sanction vacations and Holidays to Educational Institutions.	To fix vacations for rural primary schools in consultation with Collector provided that the piescribed total number of days of vacation is not exceeded.
40	To award, suspend or withdraw award (rescind award) of stipends and scholarships.	Merit scholarships tenable in Middle School classes.

Statement showing financial power delegated to district educational officer.

S. No. (1)	Nature of power and Relevant Rule. (2)	Extent of delegation (3)
1	To draw and disburse pay and allowances of establishments, contingencies and advances.	In respect of bills of his own office. He is empowered to draw and disburse pay, allowances, contingencies and advances of the establishment of Primary and Middle Schools in his. district.
2	To delegate to Gazetted Officers other than heads of institutions, offices, the power to draw and disburse pay and allowances of establishments, contingencies and advances. (Rule 125 M.P.T.C. Vol.—I).	The head of an office may authorise any Gazetted Officer serving under him to sign bill or order for him communicating the name and specimen signature of the officer to the disbursing office concerned. *Note.*—This will not however, relieve the head of office in any way of his responsibility for the accuracy of the bill or for the disposal of the money received in payment.
3	To countersigning T. A. Bills. (F.R. 44 S.R. 137).	(a) T.A. Bills of all Government servants in his office except his own T.A. Bills. (b) T.A. bills of all Government servants in Government Primary, Middle Junior/Senior Basic Schools under his control. *Note.*—T.A. bills of pupil teachers for journeys performed after completion of their training, to join posts after completion of training, will be countersigned by the Gazetted Head of offices and institutions to which they are posted after training and in the case of those posted to Primary, Middle and senior basic schools

(1)	(2)	(3)
		by the District Educational Officer. In the case of Heads of offices, themselves, the T.A. bills will be countersigned by his immediate superior officers.
4	To decide whether a particular absence is absence or duty for the purpose of S.R. 41 Appex. V F.R. 44 S.R. 41 & 42.	Full powers in respect of Government servants for whom he is the countersigning authority for T.A. bills.
5	To restrict the frequency and duration of journeys. (F.R. 44 S.R. 43).	Full powers in respect of Government servants for whom he is the countersigning authority.
6	To permit a Government servant to draw daily allowance for halts during tour made on account of heavy rains, floods or sickness. (F.R. 44 S.R. 51-A).	Full powers for halts limited to 5 days by Government servants for whom he is the countersigning authority.
7	To impose restrictions on the exchange of daily allowance for mileage allowance on particular days by a Government servant. (F.R. 44 S.R. 55).	Full powers in respect of staff serving under him.
8	To impose restrictions on the exchange of daily allowance for mileage allowance by non-gazetted ministerial or Class IV servants travelling in a public or hired conveyance. (F.R. 44 S.R. 56).	Full powers in respect of staff serving under him.
9	To hire conveyance by a non-gazetted Government servant when dispatched to duty to a place at some distance from his	Full powers in respect of non-gazetted Government servants serving under him provided:

(1)	(2)	(3)
	office or is summoned to his office by a special order of a Gazetted Officer.	(a) that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used. (b) that the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and that he is not granted casual leave to compensate to being required to work out of office hours and does not and will not otherwise receive and special remuneration necessitated the journey. *Note.*—This expenditure is debitable to the contingent expenditure of the office or institutions to whom the non-gazetted Government servant belongs.
10	To permit the recovery of the actual cost of maintaining camp equipage during the halt at or near the headquarters. (F.R. 44 S.R. 64).	Full powers in respect of Government servants for whom he is the countersigning authority.
11	To disallow travelling allowance for a journey to attend on obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it. (F.R. 44 S.R. 92).	Full powers in respect of Government servants for whom he is the countersigning authority.
12	To allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension. [F. R. 44 S.R. 119(b)]	Full powers in respect of Government servants in respect of whom he is the countersigning authority provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession and provided that the Government servant is declared unfit by the Medical Board.

(1)	(2)	(3)
13	To countersign bills of reimbursement of medical expenses.	Full power in respect of Government servants for whom he is the countersigning authority for T.A. bills subject to rules regulating reimbursement of expenses of medical treatment of Government servant and members of their families.
14	Power to sanction the acceptance of a fee for private tuition and other work. (F.R. 47 S.R. 1).	In the case of fees for private tuition ot the extent of Rs. 3[illegible] per month in each case to teachers in Government Primary, Middle and Senior Basic Schools under his control.
15	To sanction advances from provident fund limited to three months pay or half of the amount at credit which ever is less, in cases where special reasons are not required. (G.P.F. Rule 14).	In the case of Class III and IV Government servants. *Note.*—No Government servant is allowed to sanction an advance in his own favour.
16	To sanction advances from Provident fund in cases where special reasons are required.	To all class III and IV Government servants for whom he is the authority to countersigning T.A. Bills. *Note.*—No officer is allowed to sanction an advance in his own favour.
17	To permit recovery of arrears of G. P. Fund subscription together with interest thereon in monthly instalments. (G.P.F. Rule 13 and 203 of M.P.T.C.).	In instalment not exceeding 12 monthly instalments where recovery in a single instalment is likely to be more than one third of the pay of the Government servant in the case of Class III and IV Government servant for whom he is the countersigning authority for T.A. bills.
18	To sanction final withdrawals from G.P. Fund deposits of Government servants for:	

(1)	(2)	(3)
	(a) Meeting expenditure on marriages of their sons and daughters or in the case of a Government servant who has no daughter for the marriage, of any other female relation dependent on him.	
	(b) Meeting the cost of education of himself or a member of his family, dependent on him beyond the High School stage (i) outside India, or (ii) in India for technical or specialised courses of not less than three years. (G.P.F. Rule 14)	In respect of Class III and Class IV Government servants for whom he is the authority competent to countersign T. A. bills subject to prescribed restriction.
19	To sanction advances of pay and T.A. admissible to Government servants on transfer, under. rule 268 and 271 of the M. P. Fin. Code Vol. I and notes thereunder.	To himself and to members of his staff. *Note.*—He may sanction these advances to members of staff of the institution under his control.
20	To sanction advances to Government servants for journey on tour, subject to adjustment on return to Headquarters or 31st March whichever is earlier. (Rules 271 and 272 of M. P. Fin. Code).	(a) Full powers in respect of advances to non-gazetted staff serving under him, sufficient to cover their personal travelling expenses for a month. (b) Full powers in respect of advances to gazetted staff serving under him, sufficient to cover his travelling expenses for journey on duty outside the State. (c) To a Government servant, other than an Inspecting Officer, for himself or an Asstt. or Deputy proceeding on tour upto an amount sufficient to cover for a month his contingent charges, subject to adjustment upon the Government servants return to headquarters or 31st March whichever is earlier.

(1)	(2)	(3)
21	To purchase books and periodicals for use of libraries of schools.	To the extent of the budget allotment subject to the conditions that at least 75 per cent of the purchases for Primary, Middle Junior and Senior Basic Schools for students use are from the list of books and periodicals recommended for students libraries.
22	To purchase of furniture, equipment and stores. *Note.*—Purchase should be effected after obtaining competitive quotations and tenders which would be advertised in the case of all purchases exceeding Rs. 7,500 made at a time. Limited tenders should be called in the case of all purchases exceed Rs. 500 made at a time. Quotations should be obtained for purchases of Rs. 500 or less.	Subject to:— (a) Limit of budget allotment. (b) In confirmity with prescribed lists of standard equipment and schedule of rates. (c) Subject to further limits as follows:— For Government Primary, Middle and Sr. Basic Schools Rs. 1000. For Distt. Libraries and in his own office Rs. 200 each.
23	To sanction expenditure on additions, alterations, maintenance and special repairs of existing Government Educational Buildings not borne on P.W.D.. books subject to budget allotment.	Up to a limit of Rs. 200.
24	To countersign D. C. Bills.	D.C. Bills of:— Government Primary, Middle, Junior and Senior Basic Schools.
25	Power to assess and sanction maintenance grants to educational institutions in excess in the case of maintenance grants for Primary schools under management of local bodies and Janpad Sabha in M. K. Region.	Maintenance grant up to Rs. 3,500 in each case subject to budget provision.

(1)	(2)	(3)
26	To check financial statements countersign grants in-aid bills order recoveries on check of financial statements and withhold or suspend payment of grants-in-aid temporarily.	(1) Grants to non-Government Primary, Middle and Basic Schools. (2) Grant to local bodies for voluntary and compulsory education and libraries. (3) Maintenance grants for libraries upto a limit of Rs. 3,500. (4) Grants for special schools (Other than B.T. Is and technical or vocational schools).
27	To sanction opening and closure of provident funds for staff in non-pensionable service in non-Government institutions.	Full powers in respect of staff in non-Government institutions directly under his jurisdiction.
28	To settle the amount of the Government contribution towards proivdent fund of the teachers in aided institutions who quit their service.	In the case of staff in aided institutions directly under his jurisdiction.
29	To transfer provident fund accounts for teachers in non-pensionable service in non-Government institutions.	In respect of transfer within his district of provident fund accounts of staff in non-Government institutions under his jurisdiction.
30	To grant remission of re-admission fee and arrears of tuition fee for the period of breaks in enrolment.	In Government schools under his control.
31	To raise and maintain the following recognised funds in Government schools in addition to the 'Activities Fund. (1) Funds in aid of poor students. (2) Hostel Mess Fund. (3) Co-operative Shop Fund. (4) Scout, Girls Guide and Red Cross Funds. (5) Science Club fund.	Heads of Primary and Middle Schools may raise and maintain these funds with the prior permission of the District Educational Officer.

(1)	(2)	(3)
32	To approve extra curricular activities (other than games, gymnasium, tournaments and other athletic activities juvenile library, publication of school or college magazine, Science club, social gathering and other celebrations of the institutions) for which expenditure may be incurred from the Activities fund in Government schools.	In Government Middle Schools and Senior Basic Schools under his control.
33	To write off:— (a) Finally the irrecoverable value of stores of public money lost by fraud or negligence of individuals or other cases upto Rs. 200 provided the loss does not disclose:— (i) a defect of system the amendment of which requires the order of the Government. (ii) suspicion of dishonesty on the part of Government servant.	In his own office and institutions subordinate to him upto Rs. 100 during any one year to any single office or institutions provided that responsibility for the loss by the fraud or negligence is duly fixed.
34	Power to waive recovery of leave allowances irregularly drawn by applicant for pension.	In the case of persons for whom he is the authority to the extent of 3 months pay, provided recovery from pay and allowances or arrears thereof is not feasible.

Statement showing the delegation of administrative powers to gazetted head of institutions/libraries.

S. No. (1)	Nature of powers and relevant rule. (2)	Extent of delegation (3)
1	To make appointment.	Full powers subject to rules and procedure prescribed by the State Government in respect of the undermentioned posts in his office or institution and institutions under his jurisdiction:— (i) Posts in Class III below the scale Rs. 100-200 in his own institution or office except U.D.Cs. (2) Class IV posts in his own institution or office.
2	To post a Government servant.	In case of Government servants below the rank of Class II Officers for whom he is the appointing authority.
3	To accept a certificate signed by any female medical attendant in the case of a female candidate. (F.R. 10)	Full powers in respect of all the posts for which he is the appointing authority.
4	To suspend a lien of a Government servant.	Full powers in the case in which he is competent to make substantive appointment to the posts from which lien is to be suspended.
5	To terminate a lien of a Government servant. (F. R. 14-c)	Full powers in the case in which he is competent to make substantive appointment to the post from which lien is to be terminated.
6	To terminate a lien on the written request of the Government servant. (F.R.14-b)	Full powers provided he is authorised to make substantive appointments to the post.
7	To transfer a lien to a permanent post in the same cadre.	Full powers provided he is competent to make substantive appointments to both the posts in the cadre.

(1)	(2)	(3)
8	Power to make acting appointments or allow acting promotions in place of Government servants who are treated as on duty under F.R. (6) (b). (F.R. 36).	Full powers in respect of Government servants for whom he is the appointing authority.
9	To fix pay of a Government servant treated as on duty under F.R. (6) (b).	Full powers in respect of Government servants, for whom he is the appointing authority, subject to the principles laid down in S.R. under F.R. 20.
10	Power to reduce the pay of an officiating Government servant under F.R. 35.	Full powers in respect of Government servants for whom he is appointing authority.
11	To extend joining time on certain conditions within a maximum of 30 days subject to conditions prescribed in F.R. 106, S.R. 10.	In respect of Class III and Class IV servants subordinate to him.
12	To pay an allowance from his contingent allotment for supply of drinking water and dusting of offices at the following rates:— (a) Rs. 5 p.m. to servants who are already in Government service. (b) Rs. 7 p.m. to persons who are not in Government service.	Full powers subject to the following conditions:— (a) That whole time Farrashes and Watermen are not employed. (b) That the work to be done is really necessary. (c) That it is outside the regular duties of a menial who is already in Government service. (d) That the grant of the extra allowance to any such menial is distinctly more economical than employment of fresh agency.
13	To grant allowance for feeding of a act and winding clocks to class IV Government servants or to servants paid from contingencies in his own office.	To the extent of Rs. 2 p.m. in each case.

(1)	(2)	(3)
14	To declare a temporary Government servant as quasi-permanent.	Full powers, in respect of Government servants for whom he is the appointing authority, provided the Government servant fulfils the conditions laid down in rule 3 of M.P. Government servants (Temporary) and Quasi-permanent Service Rule 1960.
15	Power to extend leave in the case of overstayal of leave, (F.R. 13).	Full powers provided that he is the authority to grant leave and the Government servants on leave on his return to duty continues to be under the authority's administrative control.
16	Power to grant permission to a Government servant on leave to accept employment or take up service, F.R. 69 (b).	Full powers provided that he is the authority to grant leave.
17	Power to require a medical certificate of fitness before return from leave for reasons of health even though such leave was not actually granted on a 'Medical Certificate', F.R. 71.	Full powers provided that he is the authority to grant leave.
18	Power to accept a certificate signed by any registered Medical Practitioner in lieu of Medical Cerficate as evidence of the fitness of a non-gazetted Government servant to return no duty.	Full powers provided that he is the authority to grant leave.
19	Grant of casual leave.	In the case of all staff and officers in his own institution/office, except that in his own case C.L. shall be granted by the next superior authority.

(1)	(2)	(3)
20	To commute retrospectively periods of absence without leave into leave without allowance, for the purpose of reckoning service for pension.	Full powers in respect of Government Servants for whom he is the appointing authority.
21	Commencement of pension from the date on which pensioner is ceased to be borne on the establishment or the date of application whichever is later and relaxation thereof.	Full powers in respect of Government Servants for whom he is the appointing authority.
22	To sanction pension in full or at a reduced rate.	Full powers in respect of Government srevants for whom he the appointing authority.
23	Payment of arrears of pension on the death of pensioner if his heirs apply after one year of his death.	In case of class III and IV Government servants for whom he is the appointing authority.
24	To sanction revival of pension and payment of arrears of pension exceeding Rs. 1000 if pensioner appears for the first time after a lapse of more than one year.	In case of class III and IV Government servants for whom he is the appointing authority.
25	To sanction Superannuation/Invalid/Retiring/Compensatory/Family pension.	Full powers in respect of Government servants for whom he is the appointing authority.
26	(i) Withholding of promotion including stoppage at an efficiency bar. (ii) Reduction of a lower post or time scale or to a lower stage in the time scale. (iii) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Full powers in the case of Government servants in repsect of whose posts he is the appointing authority.

(1)	(2)	(3)
(iv)	Suspension and reinstatement.	
(v)	Removal from service which does not disqualify from future employment.	
(vi)	Dismissal, (G.B.C. Part I-13).	
27	(i) To order in the case of reinstated Government servant who is not fully exonerated that the period of absence from duty shall or shall not be treated as duty.	Full powers in the case of Government servants in respect of whose posts he is the appointing or appealant authority.
	(ii) To order in such cases payment of pay and allowances at a proportion of the full pay and allowances.	
28	To sanction and draw increments.	Full powers in respect of all non-gazetted staff serving under him.
29	To grant permission to leave headquarters during holdiays.	In respect of staff in his office except that in his own case permission shall be granted by the next superior authority.
	Note—Vacation officers are permitted to leave Headquarters provided that they are not retained on duty by a specific order, by the authority competent to grant leave.	
30	To grant admission to middle school students who do not hold the primary school certificate of the State but possess transfer certificate from recognised schools.	Full powers subject to the condition that the candidate is not admitted to a class higher than one to which he is qualified on the basis of the transfer certificate.

(1)	(2)	(3)
31	To grant admission to a student who has not studied in a recognised school previously to the class for which the candidate is found fit.	Full powers provided that a special test is conducted by the Head of the institution and subject further to ratification of the admission by the inspecting officer.
32	To grant admission to a student in the class in which he was enrolled in previous recognised school.	Full powers.
33	To issue transfer certificate to pupils who have not paid fees due in full in in exceptional cases.	Full powers.
34	To oust or retain a student on the rolls of the school.	Full powers to Heads of Multipurpose Higher Secondary and High Schools in the case where age exceed 20 years.
87	Promotion of pupils from class to class.	Full powers in réspect of promotion in his institution except in the case of promotions regulated by public examinations.
36	To sanction change in the names of students.	Full powers in the case of students on the rolls of his institution on the written application of the parent or legal guardian.
37	To sanction changes in date of birth of a pupil in school records.	Only in cases arising from proved clerical errors on records of his school.
38	To sanction temporary closure of schools on account of epidemic disease or other reasons on the advice of District Medical Officer in each case.	Full powers in respect of his institution.
39	To sanction vacations and Holidays to Educational Institutions.	To sanction local holidays not exceeding five days in a year in consultation with Divisional Superintendent of Education.

(1)	(2)	(3)
40	To order rustication or removal of students and pupil teachers from the rolls of Educational Institutions.	Full powers subject to regulations of the University or Board of Secondary Education concerned.
41	To inflict fines on students.	Full powers subject to the departmental rules, in the case of absence without leave from schools or Hostels failure to submit tutorial and other work in time and failure to return library books and other cases of indiscipline in his institution.
42	To strike off names of students for consecutive absence without leave for 7 days after giving 3 days notice.	Full powers.
43	To condone absence of stipend or scholarship holders up to a limit of 10 days in a year and in the case of sickness up to a limit of 30 days in a year.	Full powers.
44	To select and approve the plays proposed for performance in Government schools.	Full powers.
45	To award, suspend or withdraw award (rescind award) of stipends and scholarships.	(1) Merit-cum-means stipend tenable in Class IX, X and XI of his school. (2) Stipends to pupil teachers in his institution.

S.No.	Nature of power and Relevant Rule.	Extent of delegation
1	2	3
1	To draw and disburse pay and allowances of establishments, contingencies and advances.	In respect of bills of his own institution/office.
2	To delegate to Gazetted Officers other than heads of institutions officers, the power to draw and disburse pay and allowances of establishments, contingencies and advances. (Rule 125 M.P.T.C. Vol. I)	The head of an office may authorise any gazetted officer serving under him to sign bill or order for him, communicating the name and specimen signature of the officer to the disbursing office concerned. *Note.*—This will not, however, relieve the head of the office, in any way, of his responsibility for the accuracy of the bill or for disposal of the money received in payment.
3	To countersign T.A. Bills. (F.R. 44 S.R. 137)	(i) T.A. Bills of all Government servants in his office/institution except his own T. A. bills. (ii) T. A. bills of pupil teachers for journeys performed to join his institution for training. *Note.*—T.A. bills of pupil teachers for journeys performed after completion of their training, to join posts after completion of training, will be countersigned by the Gazetted Heads of offices and institutions to which they are posted after training and in the case of those posted to primary, middle and senior basic schools by the District Educational Officer. In the case of Heads of offices, themselves, the T. A. bills will be countersigned by his immediate superior officers.

(1)	(2)	(3)
4	To decide whether a particular absence is absence or duty for the purpose of S.R. 41 Appx. V.F.R. 44 S.R. 41 and 42.	Full powers in respect of Government servants for whom he is the countersigning authority for T.A. bills.
5	To restrict the frequency and duration of journeys. (F.R. 44 S.R. 43)	Full powers in respect of Government servants for whom he is the countersigning authority.
6	To permit a Government servant to draw daily allowance for halts during tour made on account of heavy rains, floods or sickness. (F. R. 44 S.R. 51-A).	Full powers for halts limited to 5 days by Government servants for whom he is the countersigning authority.
7	To impose restrictions on the exchange of daily allowance for mileage allowance on particular days by a Government servant. (F.R. 44 S.R. 55)	Full powers in respect of staff serving under him.
8	To impose restrictions on the exchange of daily allowance for mileage allowance by non-gazetted ministerial or Class IV servants travelling in a public or hired conveyance. (F.R. 44 S.R. 56)	Full powers in respect of staff serving under him.
9	To hire conveyance by a non-gazetted Government servant when dispatched to duty to a place at some distance from his office or is summoned to his office by a special order of a Gazetted Officer.	Full powers in respect of non-gazetted Government servants serving under him provided: (a) that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used. (b) that the Government servant concerned is not entitled to draw travelling allowance

(1)	(2)	(3)
		under the ordinary rules for the journey, and that he is not granted casual leave to compensate to being required to work out of office hours and does not and will not otherwise receive any special remuneration necessitated the journey. *Note.*—This expenditure is debitable to the contingent expenditure of the office or institutions to whom the non-gazetted Government servant belongs.
10	To permit the recovery of the actual cost of maintaining camp equipage during a halt at or near headquarters. (F.R. 44 S.D. 64)	Full powers in respect of Government servants for whom he is the countersigning authority.
11	To disallow travelling allowance for a journey to attend on obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it. (F.R. 44 S.R. 92)	Full powers in respect of Government servants for whom he is the countersigning authority.
12	To allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension. [F.R. 44 S.R. 119(b)].	Full powers in respect of Government servants in respect of whom he is the countersigning authority provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession and provided that the Government servant is declared unfit by the Medical Board.

(1)	(2)	(3)
13	To countersign bills of a reimbursement of medical expenses.	Full powers in respect of Government servants for whom he is the countersigning authority for T. A. bills subject to rules regulating reimbursement of expenses of medical treatment of Government servants and members of their families.
14	Power to sanction the acceptance of a fee for private tuition and other work. (F.R. 47 S.R. 1)	In the case of fee for private tuition to the extent of Rs. 30 per month in each case to the staff in his institution.
15	To sanction advances from provident fund limited to three months pay or half of the amount at credit which ever is less, in cases where special reasons are not required. (G.P.F. Rule 14).	In the case of Class III and Class IV Government servants. *Note.*—No Government servant is allowed to sanction and advance in his own favour.
16	To sanction advances from provident fund in cases where special reasons are required.	To all class III and IV servants for whom he is the authority to countersign T. A. bills. *Note.*—No officer is allowed to sanction an advance in his own favour.
17	To permit recovery of arrear of G.P. Fund subscription together with interest thereon in monthly instalments. (G.P.F. Rule 13 and M.P. T.C. Rule 203).	In instalment not exceeding 12 monthly instalments where recovery in a single instalment is likely to be more than one third of the pay of the Government servant in the case of Class III and IV Government servant for whom he is the countersigning authority for T. A. bills.
18	To sanction final withdrawals from G.P. fund deposits of Government servants for:— (a) Meeting expenditure on marriages of their sons and daughters or in the case of a Government servant who has no daughter for the marri-	In respect of all class III and IV Government servants for whom he is the authority competent to countersign T. A. bills subject to prescribed restrictions.

(1)	(2)	(3)
	age of any other female relation dependent on him.	
	(b) Meeting the cost of education of himself or a member of his family dependent on him beyond the High School stage (i) outside India, or (ii) in India for technical or specialised course of not less than three years. (G.P. Fund Rule 14)	
19	To sanction advances of pay and T.A. admissible to Govt. servants on transfer under rule 268 and 271 of the M. P. Fin. Code Vol. I and notes thereunder.	To himself and members of his staff.
20	To sanction advances to Govt. servants for journey on tour, subject to adjustment on return to Headquarters or 31st March whichever is earlier. (Rule 271 and 272 of M. P. Fin. Code).	(a) Full powers in respect of advances to non-gazetted staff serving under him, sufficient to cover their personal travelling expenses for a month. (b) Full power sin respect of advances to gazetted staff serving under him, sufficient to cover his travelling expenses for journey on duty outside the State. (c) To a Government servant, other than an Inspecting Officer, for himself or an Assistant or Deputy proceeding on tour up to an amount sufficient to cover for a month his contingent charges, subject to adjustment upon the Government servants return to headquarters or 31st March whichever is earlier.

(1)	(2)	(3)
21	To purchase books and periodicals for use of libraries of schools.	To the extent of the budget allotment subject to the condition that at least 75 per cent of the purchases for students use are from the list of books and periodicals recommended for students libraries.
22	To sanction local purchases of stationery from contingent allotments under the head "28-Education", by head of institutions who are not entitled to indent for and receive supplies of stationery from the Govt. Stationery office.	To the extent of Rs. 150 during a year limited to budget allotment.
23	To regulate the employment of hostel servants paid from contingencies in B.T.Is.	Full powers subject to the following limites:— (a) The total number of hostel servants does not exceed 15 per cent of the total number of resident students. (b) The rates of pay do not exceed the market rates fixed by the Collector of the District; and (c) The contingent allotment of the institution is not exceeded.
24	To extent pupils from payment of hostel fees for those months of school term during which they are not actually in residence whose poverty and special circumstances justify the exemption.	For every special reasons in the case of pupil leaving or joining the hostel in mid-session for the peirod of non-residence.
25	To grant remission of re-admission fee and arrears of tuition fee for the period of breaks in enrolment.	In his own school.

(1)	(2)	(3)
26	To raise and maintain the following recognised funds in Government schools in addition to the Activities fund:— (1) Fund in aid of poor students. (2) Hostel Mess Fund. (3) Co-operative Shop Fund. (4) Scout, Girls Guide and Red Cross Funds. (5) Science Club Fund.	Full powers provided that a list of funds maintained is submitted to the controlling officer every year in September.
27.	Power to waive recovery of leave allowance irregularly drawn by applicant for pension.	In the case of persons for whom he is the appointing authority to the extent of 3 months pay provided recovery from pay and allowances or arrears thereof is not feasible.

STATEMENT SHOWING FINACIAL POWERS DELAGATED TO NON-GAZETTED HEADS OF INSTITUTIONS/LIBRARIES.

S. No.	Nature of power and relevant Rule	Extent of delegation
(1)	(2)	(3)
1.	To exempt pupils from payment of hostel fees for those months of school term during which they are not actually in residence whose poverty and special circumstances justify the exemption.	For every special reasons in the case of pupil leaving or joining the hostel in mid-session for the period of non residence.

APPENDIX—II

BUILDINGS FOR SCHOOLS HOSTELS AND PLAY GROUNDS

(Rule 26, 36)

I.—SCHOOL BUILDNIGS.

1. *General.*—The primary aim of the regulations given in this Appendix is to guide school authorities in the designing of new school and hostel buildings or in the extension of existing buildings. Applications for recognition and plans and estimates accompanying applications for grant-in-aid for the construction or extension of buildings will be scrutinized in the light of the regulations and substantial adherence thereto is necessary to obtain recognition or grant-in-aid from State funds.

2. *Site.*—In the selection of sites the following points should be considered:—

(i) *Sufficiency of space.*—The possibility of future extension and the necessity of giving future class-rooms the proper orientation should be taken into account.

(ii) *Situation.*—Low ground and the proximity of high buildings which interfere with the free circulation of air and access of sunshine should be avoided. Shady trees, if not too near the school buildings, are of value in the play ground.

(iii) *Healthy surroundings.*—Sites should be cleared of rank vegetation and stagnant water. Any nullahs and tanks that are near the school should be kept clean and free from vegetation.

(iv) *Proximity of houses of parents.*—This is more important in the case of girls' than boys' schools. For the latter it is generally best to select sites out-side towns (or villages).

(v) *Soil.*—Made soils, deep black cotton soils and other soils specially retentive of moisture should be avoided.

(vi) *Site plans.*—All site plans should show the nature of the surroundings, soil and sub-soil the north point and the direction of the prevailing wind.

3. *Orientation.*—The following factors should be taken into account for planning the construction of school building :—

(i) It is generally best to place the building in one corner or on one side so as to secure the maximum space available for a play-ground and for future extension.

(ii) If near a main road the building should be removed as far as possible from the road so as to reduce the inconvenience from noise and dust.

(iii) Considerable saving in cost of building and ground space can often be effected by the adoption of a two storeyed plan for large schools. This, however, depends on the foundations, black cotton soil, for example, is generally unsuitable for a double storeyed building.

(iv) The orientation of a building must depend on the nature of the site, but the long axis should if possible, run east and west or south-east and north-west or in some intermediate direction between these two extremes, *e.g.* the building should face north to north-east. This will secure the best light and sufficient ventilation.

4. *Accommodation.*—Provision for the accommodation as noted below is *essential* in a school building:—

(i) The building should have as many rooms as there are sections in the school and there should be separate rooms for the office, library and reading, teachers' meeting, science laboratory, stores and optional subjects etc.

(ii) The floor space provided in class rooms must be not less than:—

(a) 8 square feet per pupil in primary schools; and

(b) 12 square feet per pupil in secondary schools.

(c) 30 square feet per pupil for Science laboratory.

(iii) The total window area of a room, exclusive of clerestory windows must be not less than one-fifth of the floor area, and at least one-half of the window area should be on the side not screened by a verandah. Class room doors should open on to a verandah and should be at the teacher's end of the room and not in the centre or further end.

(iv) Space should be provided for play-grounds, gardening, gymnasium, etc.

5. *Construction.*—Except in the case of buildings of a more pretentious kind, which would have lofty walls and require special designing, the minimum height of the walls must be 10 feet from the floor to underside of tie-beam. When the floor space exceeds 600 square feet, the minimum height must be 12 feet. The dimensions of rooms such as laboratories, workshops, drawing rooms, etc. which are intended for practical work should be considered with reference to their special requirements.

6. *Verandahs.*—Verandahs are necessary (a) to protect windows otherwise exposed to sun and rain, (b) to afford access from one room to another and for supervision purposes. The varandah should always be on the south (or west). Placed on one side only it will prevent a cross light and leave the only source of light on the north (or east). A verandah on both sides is usually undesirable as no effective light is thereby secured.

7. *Ceiling.*—A ceiling mitigates the heat from above and if it is white improves the lighting of a room.

8. *Windows and doors.*—In view of the imperative necessity for fresh air and the tendency to close windows in the cold weather, and to leave them closed after rain, windows and doors should be constructed in accordance with the following regulations:—

(i) On the side of the buildings, which is protected from the prevailing wind of the monsoon, and also on the monsoon side, if there is a verandah, windows and the upper portions of doors should be fitted with wove-wire (No. 8 mesh x 22 gauge).

(ii) If on the monsoon side of the building there is no varandah, windows and the upper portions of doors should be glazed and provided with sun-shades.

(iii) All clerestory windows should be fitted with wove-wire and provided with sun shades.

(iv). All windows and clerestory windows, whether fitted with glass or wove-wire, should be constructed so that they can be opened and shut.

9. *Floor.*—Floors should be made of a material which can be washed with water. Verandah floors should slope slightly out-wards so as to drain off any water that may enter.

Stone-flagging is desirable in rooms where desks or benches are used; and stone-floors are hygienically the best even where pupils have to sit on the floor. Failing the possibility of precurring slabs at a cheap rate, fine cement concrete makes a good floor. For cheaper buildings in which benches are not used, a good cheap floor can be made by laying ordinary line concrete and covering it with cement. The concrete surface is first rammed, and then, while still 'creamy' sprinkled with ceme[illegible] (about 25 lbs. per 100 square feet) and smoothed.

10. Space for black-boards should be provided in all class rooms at the time of construction.

Other provision.—The insertion of shelves or cup-boards in the walls and the provision of rods or a narrow strip of board round the walls for the hanging of pictures, maps etc. are recommended.

11. *Light.*—The most effective light is from the north. It should come from as high as possible and should fall on the pupils from the left rear as they sit facing the teacher and black-board.

Windows which are intende for the entry of light and not solely or mainly for ventilation should rise to a height of about 10 feet from the ground, and the sill should be about 4 feet from the ground. The height of the windows should vary with the width of the room to be lighted. For rooms where pupils sit on the floor and not on chairs or benches, the heights specified above should be reduced by about 2 feet.

The multiplication of sources of entry of light should be avoided. Cross lights, *i.e.*, equally strong lights from two opposite directions, and light falling on the pupils from the front are undesirable.

No portion of a room should be more than 24 feet from an effective source of light *i.e.,* from windows not screened by verandah or shades.

12. *Ventilation.*—A through current of air must in all cases be secured. Accordingly each room should be exposed to the outside air on at least two sides and the current should not be interrupted by any partition wall or screen.

The total area of clerestory windows and other ventilation openings, exclusive of ordinary windows and doors, must not be less than one-half square feet per pupils. The minimum size of doors, except in the case of small village school, should be 7'x4' giving 6½'x3½' clear opening.

No portion of a room that is above the top level of the ventilation openings should be included in the cubic space susceptible of ventilation. Consequently there must be ventilation openings near the top of the wall in all cases where the window does not extend to the top.

13. *Latrines.*—"13 Latrines must always be provided in all schools and adequate arrangements must be made for keeping them clean by providing an over head tank, where it is possible. Where it is not possible to provide over head tank, latrines should be placed as far as possible from school buildings and should be so situated that the prevailing wind will not blow from them to the direction of the school. Constant and careful supervision of latrines is essential."

14. *Urinals.*—The number of urinals should be 3 per 100 day pupils. Separate provision for teachers and girls is desirable.

Each closet must be at least 3 feet in width. In depth 4 feet should be the minimum. The partitions should not reach the floor; a space of about 6 inches should be left between the bottom of the partition and the floor. More room should be allowed to older chlidren and teachers.

The floor of the latrines and urinals must be of some imprevious material which can be washed down and is not disintegrated by urine etc. Flags pointed with cement or pucca 3/4" cement plastered floors are suitable. All walls should be cement plastered to at least 4 feet about floor level.

15. *Drainage.*—Careful attention should be paid to surface drainage and it should be properly planned.

II. HOSTEL BUILDINGS

1. *Accommodation.*—Rooms for the accommodation of five or more boarders must provide a minimum floor space of 60 square feet and minimum centre space of 600 cubic feet per boarder. Large dormitories are preferable to small, but when rooms for three or four boarders are used the accommodation per boarder should be increased. No room should accommodate less than three boarders. A separate sick-room with a small latrine adjoining, is very desirable. General instructions regarding construction, light, ventlation sanitation etc. given in connection with school buildings are applicable to hostel building also.

2. . *Bathing arrangements.*—Special arrangements for bathing are necessary, the simplest being an open masonry platform at some distance from a well. Whenever possible, however, arrangements should be made for privacy and protection from sun, wind and rain.

All wells used for drinking water should he deep and pucca and provided with a parapet at least 2½ feet high. No latrines or bathing platforms should be allowed in their neighbourhood.

3. *Latrines.*—For boarders the number of latrine seats should be twice that for day pupils given in Section 1—Para. 13. Besides, separate latrines for night use only should be provided in a convenient place, at the rate of about two seats per 100 boarders, or portable urinals where latrines cannot conveniently be arranged.

III. PLAY GROUNDS

1. *Play Grounds.*—Every secondary and training school should have an adequate play-ground. Play-grounds should also be provided, where possible, for primary schools, but in most villages there are already pieces of waste land where school boys can conveniently play. The compounds or play-grounds of girls' schools should be walled round.

2. The following points should be borne in mind when framing proposals for playing fields, in order that the estimates for their preparation should as low as possible:—

(i) When the plot of ground selected is uneven, it is not necessary to reduce the whole to one level.

(ii) Different playing fields on one site may be arranged at different levels and often a more filling up of holes will make a field suitable for games. It cannot be expected that every school should be given a perfectly smooth, hard and even playing ground.

(iii) For football grounds, not much expenditure on preparation (as apart from general levelling and clearing away of hillocks etc.) should as a rule be necessary. For hockey, schools will have to be content with less ambitious schemes than those which have been submitted in many cases.

(iv) Constant trampling by the feet of players is generally sufficient to keep black cotton soil in a satisfactory condition. Where the surface breaks into dust soon after the rains a covering of moorum may be needed.

(v) The amount of fencing required must depend on the situation and surroundings of the ground. Fencing is not always necessary.

(vi) An economic use and a wise arrangement of the timetable reduce the requirement of play grounds. For instance, if games are arranged for each boy three days in a week and if two games can be arranged on each ground daily, one ground will suffice for 100 boys.

(vii) In some places it may be possible to obtain the use of public grounds, etc. on condition that part is left open to the public and that the allotment of the playing grounds is left in the hands of some public body.

(viii) As far as possible the playing fields should be situated in such a way that they can be utilized by the day schools and Boarders.

APPENDIX—III.

FURNITURE FOR USE IN RECOGNIZED SCHOOLS & EQUIPMENT

(*Rule* 37)

1.—DESK AND BENCHES

1. *General.*—General instructions for providing desks and benches in recognised schools are given in this Chapter. It is not intended to prescribe any one of these types for exclusive use or to confine Managers choice to these types. Subject to the general principles, the inspecting authorities may approve any plans sent to them for opinion. Desks towards which a grant-in-aid is required should, however, conform to the general principles.

2. *Desks and Benches.*—The general principles for providing desks and benches in recognized schools are:—

(i) The seat should be of such a height that the child is able to rest its feet firmly on the floor (or on a footboard) without elevating the knees. The seat should be horizontal, and its upper front edge should be rounded off;

(ii) Assuming a child to be sitting upright in his seat with arms hanging freely down, the edge of the desk nearest the body should be 1 inch above the elbows in the case of boys and 1½ to 1¾ inches in the case of girls. A desk higher than this is unsuitable and likely to produce curvature in the spine.

(iii) The edge of the desk nearest the body should project slightly over the edge of the seat, so that a vertical line from the edge of the desk will meet the seat at a point within it. This is necessary for a sitting posture. When the child stands up, it is necessary to have a clearance of 6 inches between the edges of the desk and the seat in order that an upright position should be possible. This may be attained by providing for:—

(a) the seat to slide,

(b) the seat to tilt,

(c) the desk to tilt,

or by any combination of (a), (b) and (c),

(d) the seats to be separate from the desks.

(iv) The desk should not be horizontal. For writing an inclination of 12° to 15° is advisable. If the desks are used for reading the book they should be inclined at an angle of 45°. If tilting desks are provided the desks may conveniently be arranged so that when raised the inclination is 45° and a ledge may be fixed to the under side of the desk to support the book.

(v) Reversible benches and desks are not recommended seats may be attached to desks or separate from them the ideal arrangement is or separate seat and desk for each pupil, but this usually too expensive, desks to seat

in a row the economical and involve servious inc separate seats would be provided with backs whi for boys/girls, be slightly lower/higher than the fu iner edge of the desk.

(vi) The following figures are useful approximations:—

(a) The sloping top of the desk should be not less than 12 inches in width.

(b) The flat portion of the desk should be 3 to 3½ inches wide.

(c) The height to the middle of the slope should be for:—

Smallest scholars—20″ to 25″.

Intermediate scholars—22″ to 26″

Tallest scholars—30″ to 36″.

This height should allow the forearm of the seated child to rest upon the desk without discomfort.

(d) The height of the seat should be 12—20 inches, according to the age and size of scholars.

(e) The minimum space for each child should be 20 inches. 22 inches is a fair average.

(f) The width of the gangway between adjacent desks should be at least 18 inches.

(g) The seats should be at least 11 inches wide for small children and wider for bigger scholars.

(vii) In ordinary desks the relative size of pupils rather than particular classes in the school should be considered. In every class the size of the pupils varies and desks adapted to various 'stock' sizes may conveniently be supplied. The smallest desks and pupils should always be placed in front.

3. *Furniture in primary schools.*—A chair and a table should be provided in each primary school for the Head Master. Each class teacher should be provided with a small desks with a sloping lid, covering a recetptacle for keeping books, etc., and a stool or chair. A few chairs should be provided for visitors and inspecting officers and one or two benches for use at school committee meetings etc. Pupils should be provided with strips of duries or tadhaos about 3 feet wide for seating accommodation. These should be taken free of dust and aired in the sun at least once a week. They should be rolled up when not in use and should be washed and dried in the sun as occasion requires. Each school should be provided with a clock, gong and necessary teaching apparatus.

4. *Seating arrangements.*—The desks should be aranged in parrallel rows, facing the teacher, and not in the form of a hollow square. Raised platforms, for teachers, tables and seats as desirable.

Care should be taken that pupils who have sit on the floor should sit properly. The right leg should be raised so that the right thigh can be used as a desk.

Pupils should be seated in rows with the main light falling from the side, preferably the left side. They must never face the light.

II. BLACK BOARDS

1. *Black Boards.*—Every class room should be provided with a black-board which may either be placed on movable stand or attached to or inserted in the wall.

All black-boards should be so placed that pupils facing them will have the effective light of the class room on their left. This should be remembered when wall black-boards are inserted.

2. *Requirements.*—The requirements of black-boards are:—

(i) The total area of the black-boards used should not be less than 16 square feet in primary school class rooms, and not less than 30 square feet in other class rooms. Black-boards for science, mathematics and drawing rooms should be provided after consideration of the individual requirements of each.

(ii) Wall Black-boards are convenient and economical. 'Eternit slabs inserted in the walls are suitable and durable, but expensive, slate or ground glass slabs are also suitable. Cement wall black-boards are the cheapest but the cement is apt to crumble and must be kept in repair and renewed when necessary. All wall black-boards should be about 4 feet in height and of any length according to the area required. The lowest edge should ordinarily be about 3 feet from the floor.

(iii) Care should be taken that the surface of all black-boards is kept dull and in good condition and that the paint is renewed, when necessary.

(iv) There are various suitable types of moveable black-boards. Among the most suitable is the revolving type, both sides of which can be conveniently used. The frame of the board should be steady and of such a height that the bottom of the board is not less than 2½ feet from the floor the top not more than 6½ feet.

III. EQUIPMENTS FOR TEACHING SCIENCE, BASIC EDUCATION, ETC.

1. An inventory for equipments of physics, Chemistry and Biology for use in Primary, Secondary and Basic Training Institutions has been prepared by the Director of Public Instruction and can be had from the Superintendent, Government Printing and Stationery, Madhya Pradesh on payment.

The lists are inteded to serve as a basis on which the applications for recognition and for grants towards science apparatus will be considered.

APPENDIX IV

(Rule No. 77)

RULES REGULATING HOSTEL MESS FUND IN GOVERNMENT INSTITUTIONS

1. The fund shall be called the 'Hostel Mess Fund'.

2. The object of the Fund is to provide boarders with proper arrangements for messing.

3. On admission to the hostel, every boarder shall be liable to deposit as security an amount of money prescribed by the Mess Committee of the Hostel which shall be refunded after deductions, if any, when he leaves the hostel or at the end of school term whichever is earlier. In addition, he shall pay every month in advance a sum equal to the amount of average actual cost of mess charges for a month on or before the date prescribed by the said Committee. The messing charge for each month shall be determined by the Hostel Superintendent after examining the month's account. When this is done, the difference, if any between the advance money and the actual mess charge shall be adjusted monthly either by refunding the balance, if the advance money exceeds the actual mess charge, or by recovering the balance if the actual mess charge exceeds the advance money as the case may be. Guests (*i.e.*, pupils from outside coming for High School or Higher Secondary School Examination, guardians and relatives of pupils, teachers and other) who are allowed to take meals in the hostel mess shall be charged at a rate prescribed by the Mess Committee.

4. The Fund shall be administered by a Mess Committee, consisting of:—

(i) The Hostel Warden—(*Ex-officio*) President.

(ii) Two Prefects, who shall be Secretary and Assistant Secretary respectively;

(iii) Boarders whose number shall be fixed by the Head of the institution in consultation with the Warden, elected annually by the boarders.

4-A. The Mess Committee shall meet once every month for the transaction of business. One third of the total number of members of the committee shall form quorum. The minutes of each meeting shall be kept in a book to be provided for this purpose and shall be read and confirmed at the following meeting.

5. Money relating to the Fund shall be deposited either in a Post Office Saving Bank or in a Scheduled Bank. The Hostel Warden concerned shall operate ex-officio this account. Money sufficient to pay for cash purchases shall be retained in hand and the balance shall be deposited in the Bank.

6. Proper account of receipts and disbursements shall be maintained by the Hostel Warden. The Fund account shall consist of the following registers:—

(i) Cash Book.

(ii) Register of Collection of mess dues.

(iii) Stores register to record receipt of grain etc., and daily issue.

(iv) Minute book of proceedings of the Managing Committee meetings.

(v) Stock Register.

7. (i) All transactions of receipt and expenditure shall be entered daily in the cash book as soon as they take place. The Cash book shall be closed and the balance in the Fund recorded at the end of each month under the signature of the Hostel Warden with the following details :—

(a) Balance in Bank as per pass Book Rs.

(b) Cash in hand Rs.

Vouchers (*i.e.*, receipts signed by the persons to whom the money has actually been paid) must be forthcoming in support of every item of payment except that pupils in charge of marketing shall give a certified list of articles purchased in lieu of vouchers for vegetables and the like. Vouchers shall be filed in a guard book and numbered consequtively for the year in order of payment.

8. Register of collection of mess dues shall have suitable columns for (i) noting the number of meals taken every day by each boarder (ii) amount due, (ii) amount paid in advance, (iv) balance.

Monthly totals shall be worked out in register at the end of each month and this shall tally with the total collections for the month as accounted for in the cash book.

9. The Hostel Warden shall supervise the dietary arrangements for boarders in order to avoid waste and extravagance.

10. The accounts shall be cheked periodically by the Heads of the Institutions to ensure in the interests of parents and guardians that the most careful economy is observed. He shall also see that the account of each boarder is adjusted either before the end of each school year or before the boarder leaves the hostel whichever is earlier.

APPENDIX V

(Rule 108)

RULES FOR THE ADMINISTRATION OF THE ACTIVITIES FUND IN EDUCATIONAL INSTITUTIONS

1. The fund shall be called 'The Activities Fund'.

2. The administration of the Fund shall be in the hands of an executive committee consisting of:—

   (i) Heads of the Institution (*Ex-officio*) President.

   (ii) Two representatives of the Parent-Teacher Association or the staff in the case of Training Institutions who shall be nominated by the President of the Committee annually;

   (iii) Teachers in charge of the extra curricular activities of the institution, of whom one shall be nominated by the President as General Secretary;

   (iv) Three representatives of the students who shall be elected by enrolled students, of the school. The election which shall be held under the supervision and approval of the head of the institution shall take place before the 15th of July every year.

It shall be open to the President of the Committee to co-opt from amongst the students additional members not exceeding 3.

3. The committee shall meet at least once in every two months to administer the Fund. One-third of the total number of members of the Executive Committee shall form a quorum. The minutes of each meeting shall be kept in a book to be provided for the purpose and they shall be read and confirmed at the following meeting.

4. The Fund shall ordinarily consist of subscriptions from students and contributions from Government. Subscriptions and donations from the public and ex-students may also be received. In addition, donations received for use of Government buildings for non-educational purposes shall be credited to the Fund.

5. Subscriptions levied on students shall be fixed by the Committee in the case of Schools for boys, by the Divisional Superintendent in the case of schools for girls, by the Principal in the case of Training Schools and Colleges with the following limits.

Schools/ Colleges (1)	Minimum rate per month per student for 10 months (2)	Maximum rate per month per student for 10 months (3)
	Rs. P.	Rs. P.
(i) Primary Classes I to V	No. subscription	
(ii) Middle Classes VI to VIII	0.50	0.75
(iii) High School Classes IX to XI	0.75	1.00
(iv) Training Institution Pre-Primary, Basic Training Institutions Dip. T.	1.00	1.50
(v) Training Colleges for Post-Graduates.	2.00	2.25

6. Payment of subscription by the enrolled students at the prescribed rate shall be compulsory. The rate of subscription within the limits laid down in rule 5 above shall be notified at least one month prior to the beginning of the school session. No change in this rate shall be introduced in middle of a school session.

7. Money relating to the Activity Fund shall be credited into the public account of the State; under the head "D—Deposits and Advances—Part II Deposits not bearing interest (e) other Deposit Accounts-Departmental and Judicial Deposits—Deposits of educational institution". The expenditure incurred therefrom shall also be debited direct to the deposit head. Where treasuries do not exist money relating to the fund be deposited in the nearest Post Office Saving Bank by opening an account in the name of the fund. The head of the institution concerned shall operate ex-officio this account.

8. All money received by the General Secretary shall be deposited as required by para 7 without undue delay. The Executive Committee shall fix a prescribed cash balance and cash in excess of the prescribed account shall not be retained in hand.

9. The Fund shall be utilized for all or any of the undermentioned activities of the institution:—

(i) Games, Gymnasium, tournaments and other atheletic activities;
(ii) Juvenile library;
(iii) Science clubs;
(iv) Magazine of the institution;
(v) Social gatherings and other celebrations of the institution;
(vi) Expenditure on other activities approved by the head of the institution.

10. At the first meeting after the institution has been opened in July, a budget alloting funds for expenditure on various activities in the institution with reference to the estimated income shall be prepared and passed by the Executive Committee. Expenditure under any head in excess of the funds allotted in the approved budget shall not be incurred except with the sanction of the Executive Committee to the require re-appropriation of budget allotments. If a fall in income is noticed during the course of a year, proportionate reduction in expenditure shall be made.

11. Games are compulsory. The necessary requirements of this activity shall, therefore, be safeguarded in such a way that a reasonable share, which should not be less than 45 per cent of the gross income, is spent on games. Similarly 16 per cent of the total activity fund receipts to the maximum of Rs. 300 shall be spent on the activities of Science Clubs.

12. Proposals for granting loans or diverting sums from the activity fund for financing activities other than those mentioned in paragraph 9(i) to (iv) shall require the previous sanction of the Director of Public Instruction.

13. The following registers shall be maintained for the Activities Fund accounts.—

(1) Cash Book.
(2) Receipt Book.
(3) Pass Book where the fund is deposited in the Post Office Saving Bank.
(4) Stock Register.
(5) Catalogue of Books.
(6) Minute book of proceedings of the Executive Committee meetings.
(7) Vouchers File.

14. The cash book shall be maintained in the accompanying form by the general Secretary. For expenditure, the form provides as many columns as there are different school activities, so as to facilitate a watch on expenditure against budget allotments. All transactions of receipts and expenditure shall be entered daily in the respective columns of the cash book and soon as they take place. The entries in the cash book shall be signed by the General Secretary and attested by the President after verifying the correctness, of each transaction daily or periodically as is found convenient. The cash book shall be closed and the balance of the fund recorded at the end of each month under the signature of the General Secretary with the following details:—

Balance in Treasury/Bank as per pass Book Rs.
Cash in hand Rs.

on verifying the balance, the President shall record under his dated signature a certificate 'Verified and found correct'.

15. Subscriptions from students shall be collected by class teachers along with tuition fees, and they shall maintain a detailed account of collections in the class attendance register. All collections shall be made over by the class teachers to the General Secretary either on the day of collections or on the dates fixed for this purpose by the Head of the institution. The monthly totals of those collections shown in the class attendance register shall be checked by the Head of the institution with the cash book every month.

16. Donations and subscriptions from the public and ex-students shall be received direct by the General Secretary and a receipt issued thereafter.

17. Every item of expenditure shall be supported by a voucher which shall be endorsed as passed for payment by the President before money is paid. Ordinarily a voucher shall be the receipt (stamped, if necessary) of the person to whom the money is actually paid. Vouchers shall be numbered consecutively for a year and filed properly. After payment, they shall be so defaced that they cannot be used again. Invoices, if any, and relevant correspondence shall be duly preserved. Purchases of new games kit shall be supported by the relevant indents which shall show the stock in hand in Part I and II of the stock book and the consequent requirement.

18. Whenever a payment is necessary, the amount required shall be withdrawn from the bank or treasury. Purchases shall not ordinarily be made on credit. Outstanding accounts, if any, shall be settled monthly. On no account shall purchases made in one year be paid from the allotment for the subsequent year.

19. The stock book of games kit, etc. shall be maintained by the teacher in charge of games. It shall be kept in two parts:—Part I for new kit and Part II for material in use. New kit, when bought, shall first be entered in Part I. It shall be transferred to Part II when issued for play. Used-up or unserviceable kit shall be deleted from Part II. Part I and II shall be further sub-divided into classified sections so that cricket bats are entered in the section set apart for cricket bats, hockey sticks reserved for hockey sticks etc. An index showing the page number of each section shall be provided for each part.

Note.—Hockey and cricket balls and other such material as are ordinarily rendered unserviceable within a week of their use, might be shown as expended immediately on their being issued for use from new stock and they need not therefore be entered in Part II (Stock in use of the stock book).

20. At the end of each session, the Executive Committee or a sub-committee appointed by the Executive Committee shall review the stock of games kit, condemn such material as is found to be unserviceable and order the disposal by sale or otherwise of the condemned material. The sale proceed of condemned stock shall form receipt of the Activity Fund.

21. Every book added to the library, whether by purchase or other-shall be entered by teacher in charge of the Juvenile Library, in the catalogue of books under its proper head (section). Library books, newspapers and periodicals, the cost of which is met from the Activity Funds shall be selected from the departmental list of sanctioned books and periodicals. The account of issue etc. and return from student of library books shall be kept in a register in form № VII-213-Edu. Engg. except where a card system of individual pupils is maintained. The annual stock-checking of the library shall be done in April or May every year. The results of verification shall be recorded in the catologue of books over the dated initials of the President. Sanction of the Executive Committee shall be obtained to write off the loss of books, if any.

22. A general stock book shall be kept for record of all stock belonging to the Activity Fund, that is not borne either on the games kit register of library catalogue.

23. The President shall be responsible for the condition and correctness of the Account. At the end of each month, the General Secretary shall prepare an abstract of the month's account and submit the same at the next meeting of the executive committee for approval. The inspecting authority at the time of inspection shall review the management of the Fund. He shall verify the balance in hand and in the bank. The accounts shall be test-audited by the Departmental Auditors.

Form for Cash Book

Receipts			Expenditure		
Date of receipt	Brief description	Amount	Date of payment	No. of Vouchers	Brief description
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.. P.			

Games	Library	Science Clubs	Social gatherings etc.	Remarks
(7)	(8)	(9)	(10)	(11)
Rs. P.	Rs. P.	Rs. P.	Rs. P.	

APPENDIX—VI.

(Rule of 108)

RULES GOVERNING FUND IN AID OF POOR PUPILS

1. *Title.*—The fund shall be called the 'Fund in aid of poor pupils'.

2. *Object of the Fund.*—The primary object of the fund is to afford financial assistance to poor and deserving students for the prosecution of their studies. Such assistance shall be either in the shape of monthly grants towards school fees for boarding charges or lump grants for the purchase of text-books and stationery or for payment of examination fees, etc.

3. *Sources of Income.*—The main items of income shall be subscriptions and donations from the public and a share of profits earned by the School Co-operative shop apportioned for this purpose by the Managing Committee of the shop.

4. *Administration of the Fund.*—The Fund shall be administered by a Managing Committee consisting of:—

   (i) Heads of the institution (Ex-officio President).

   (ii) Two members nominated by the President,

   (iii) One member nominated by the School Vice-President (ex-officio).

   (iv) Two assistants from the teaching staff to be elected by the teachers; (One of whom shall be nominated as Secretary by the Head of the institution).

   (v) Three pupils to be elected by the pupils of the institution.

5. The managing committee shall meet twice in a session for the transaction of business. One third of the total number of members of the Committee shall form a quorum. The minutes of each meeting shall be kept in a book to be provided for this purpose and shall be read and confirmed at the following meeting.

6. Money relating to the fund shall be deposited in the Post Office or a Scheduled Bank by opening an account in the name of the Fund. The head of the Institution concerned ex-officio shall operate this account. All receipts shall be credited into the bank without undue delay. Money required for disbursement shall be withdrawn from the bank, whenever necessary.

7. Proper accounts of receipts and disbursements shall be maintained by the Secretary. The Fund account shall comprise of the following registers:—

   (i) Cash book;

(ii) Subscription and donation register;

(iii) Minute book of proceedings of the Managing Committee meetings;

(iv) Receipt book.

8. All transactions of receipts and expenditure shall be entered daily in the cash book as soon as they take place. The cash book shall be closed and balance in the fund recorded at the end of each month with the following details: (a) balance in bank as per pass book, and (b) cash in hand. On verifying the balance, the President shall record under his signature a certificate to the effect "Verified and found correct" Vouchers (*i.e.* receipts signed by the persons to whom the money has actually been paid) must be forthcoming in support of every item of payment. Vouchers shall be filed in a guard book and numbered consecutively for the year in order of payment.

9. The register for the record of subscriptions and donations shall be in a suitable form. The Secretary shall issue receipts to subscribers and donors when Money is received from them. Counterfoils of receipts shall be preserved. The monthly totals shall be worked out in the register at the end of each month and this shall be tally with the total collections for the month as accounted for in the cash book. The writing off of all irrecoverable items of subscriptions and donations shall require the sanction of the Managing Committee.

10. The account of the Fund shall be subject to audit by an Auditor appointed by the Managing Committee. A statement of accounts for the year (with opening and closing balance) shall be prepared annually by the Secretary. This statement shall be put on the notice board of the institution after it is certified by the auditor and passed by the Managing Committee.

APPENDIX—VII

(Rule 110)

CO-OPERATIVE STORE FOR GOVERNMENT INSTITUTION

1. *Objects and advantages of school societies.*—The encouragement of co-operative societies in schools and colleges is desirable for many reasons. Membership of a school co-operative society produces and fosters in boys corporate feelings, teaches them methods of business and trains them to manage their affairs. From the point of view of the movement, schools and colleges are the recruiting ground for future workers, and in schools and colleges seeds of Co-operative knowledge and interest in the co-operative movement can be sown which may ripen later on in a useful harvest.

2. The store helps the students in providing their needs while at school or colleges and getting their stationery and books, not necessarily more cheaply but for better quality and of greater uniformity than is at present the case. Articles required for messes in schools and colleges can also be purchased by the store and issued to the mess. The object of these societies like other co-operative societies is to develop the practice of association, to combine individuals and coordinate their efforts. Co-operation according to a recognised authority on school societies arouses the young co-operator to activity, compels him to come out of his individualism and sets another aim to his efforts than that of the mere personal satisfaction. It engages him for the first time in the machinery of collaboration with his fellows. It bends him to rules established by his peers. It interests him in an object beyond himself, that of general progress.

3. The School or College co-operative store is a common from of co-operation that has flourished in other countries and also exists in several states in India. In this State, there are at present only a few co-operative stores in Government Schools and Colleges. It is desirable that there should be many such societies in schools and colleges and that all teachers, professors and students as far as possible join as members thereof.

4. At the time of organization attention should be devoted to the following points:—

(i) Participation of the student in the Management;

(ii) Regular accounts; and

(iii) Regular byelaws.

The memorandum of association and draft byelaws annexed to this Appendix will embrace all these points. A set of registers has been prescribed for town co-operative stores and a list of such of them as the necessary for a school or college store together with a form of balance sheet will be found at Annexure V.

5. How to start a co-operative school society. The students and members of the staff of the institution where the society is to be started should meet together and discuss the scheme among themselves. The first thing to do is to appoint a provisional committee and draw up a list of those who want to take shares in the proposed stores. The promotees will be saved much trouble if they seek the advice of one of the Circle Auditors attached to the district. The next step is to draw up byelaws. A copy of the model byelaws will be found at Annexure III. The byelaws can be discussed with advantage in the presence of the officer invited to attend the meeting and should be adopted with such modifications as may be deemed necessary. The memorandum of association and the list of subscribers should next be drawn up and signed by at least twelve persons who must be above 18 years of age and of good character. Persons below 18 years can be admitted to membership after registration. The memorandum of association, together with the list of shares subscribed and two copies of the byelaws should be submitted through the Collector of the district to take Registrar, Co-operative Societies, Madhya Pradesh who will register the society free of cost, if he is satisfied that the application is in order and that the scheme has a fair prospect of success. When the society is registered and begins work, the first step will be to call a general meeting of the members, and elect a committee. The committee will elect a treasurer. The appointment of the treasurer requires the sanction of the Registrar. A meeting should be held as soon as possible and resolutions concerning the starting of the society should be moved and applications from persons who are willing to join the society should be obtained.

6. The most important work is to collect MONEY. The whole system is based on READY MONEY. The store must have ready money to pay for its stock and equipment before it makes a beginning. Members of committee ought to act as collectors and should point out the benefits of membership.

7. *Management.*—The supreme authority in the society is vested in the general meeting of all members. The success of the society will, however, greatly depend on the working committee and its office bearers. The head of the institution will be the chairman of the committee and the committee shall consist of not less than 11 members. The committee should meet at regular intervals and prepare indents for fresh stores before the existing stock is exhausted. The committee also fixes the prices to be paid and charged and appoints and dismisses the paid staff. Stock-taking is a most important matter. It must be done systematically and regularly as often as necessary but not less than once a year and members of the committee should personally superintend it. All goods should be sold at reasonable market prices and members may be allowed credit to the extent of full value of their share. The account should be closed yearly, the rate of interest allowed on share money should not exceed 12 per cent, and members should get a dividend in proportion to the amount of their purchases. Not less than 25 per cent of the profits should be carried to reserve, one third of which should be invested as the Registrar may direct. The other two-third should be added to the working capital to expand business.

8. *Accounts.*—The importance of good book-keeping cannot be ignored and the safety of the store will in no small measure depend on the accounts being correctly and systematically kept. A list of the registers suggested is attached (Annexure IV) and samples of forms can be obtained on applications from the Registrar of Co-operative Societies Madhya Pradesh. Two most important registers are the Stock Register and the Daily Sales Account forms for which are attached (Annexur V). If these two registers are correctly posted every day, they will check each other and will leave very little chance for confusion in accounts. The society should also issue a hand receipt or cash memo for every payment and keep a counterfoil or carbon duplicate in its office for record. As under the byelaws there will be one secretary and two joint secretaries they should be able to write up these two registers in addition to the cash book and Ledger of credit transactions and the remaining registers can be maintained by some other official.

9. A person desiring to be elected and enrolled as a members of the Society must send an application signed by him to the Chairman of the Society, expressing his desire to be elected a member and giving and undertaking that he accepts the objects and byelaws of the society and binds himself to observe faithfully and obey the byelaws of the society, such as may be enforced from time to time during the period of his membership.

ANNEXURE I

Bye-laws of students Co-operative Store.

1. *Name address and scope.*—The name of this society will be college/School Co-operative Store, Limited, and its registered address will be post office Tahsil district Madhya Pradesh. The word 'Store' wherever it occurs in these bye-laws, means this Society. Its scope shall be.

2. *Object.*—The aims and objects of the store will be as follows:—

(1) To purchase books, stationery and other necessary articles for the members and the students concerned, to run the shop for the benefit of the members of the store and to undertake such other activities as are approved by the General Meeting,

(2) To create among its members, the habit of economy, self-help and cooperation,

(3) To follow the principles of co-operative and endeavour for their propagation,

(4) To undertake such other activities as are conducive to the aforesaid objects.

3. *Capital.*—The required capital shall be raised by—

(1) admission fee,

(2) sale of shares,

(3) accepting deposits,

(4) taking loans,

(5) taking grants,

(6) creating a Reserve fund, etc. out of the profit.

The store may not, without previous sanction of the Registrar, accept as deposit or take as loan a sum which is more than double the amount of paid-up share capital. The capital shall be invested in such works as are enumerated in bye-law 2 under objects of the store. The remaining capital, if any unless it is needed for such works, shall be invested in accordance with section 45 of the Co-operative Societies Act.

4. *Members and the students concerned.*—Any student of College/School and any teacher or a paid employee of the said College/School and any teacher or a paid employee of the said College/School, school whose age is above 18 years and who is competent to contract, may become the member of the store.

5. Any student, who is below 18 years, may also be enrolled as an associate member of the Store. Such student shall have to pay four annas as an admission fee. He will be entitled to get bonus out of the profits of the Store on the purchases made by him but he shall not enjoy other rights of the members.

6. The persons subscribing on the application for the registration of the store shall be the primary members. Thereafter, new members shall be admitted on the recommendation of the majority of the members of the Managing Committee. These members shall have rights of membership only after depositing their share money under bye-law 13.

7. Every member shall, along with the application for membership pay four annas as an admission fee. In case, the application has not been accepted, the amount shall be refunded. Primary members, if they have not already paid the admission-fee shall deposit the same before the first General Meeting, of the store after its registration.

8. Every member shall nominate his successor to whom the amount of his share money and other amounts shall be payable after his death. Such nominations will be entered in the register of the members, and the same, as well as any other changes affected therein, shall be signed by the member and two witnesses.

9. The membership shall cease:—

(1) on the death of the member,

(2) on leaving the College/School permanently.

(3) On tendering resignation one month before to the Secretary and on its being accepted by the committee; provided that no member shall be allowed to tender his resignation, unless he has completed one year.

(4) On being expelled by the 2/3rd majority at the General Meeting.

10. Any member who shall contravenes these by laws or shall try to put the store to any loss against whom the store has to file a suit for the recovery of any amount may be expelled from the Store under byelaw 9 (4).

11. (1) Liability of a member for loans taken and the deposits accepted by the store, shall be limited to the face-value of his shares.

(2) An ex-member of the store shall be liable for the amount outstanding on the store at the time when he ceased to be a member for a period of two years from the date he ceased to be its member.

(3) The deceased member shall be liable for a period of two years from his death to the extent of the sum due to him from the store.

Shares

12. The authorised share capital of the store shall be Rs. divided into shares of Rs. each. Any increase or decrease in this capital shall be made by a resolution passed at the General meeting and on its being approved by the Registrar, co-operative Societies.

13. Every member shall have to subscribe at least for one share and no member shall be allowed to purchase shares of more than 1/5th of the paid up share capital. After the application for the share has been accepted its full amount shall have to be deposited in a lump-sum.

14. A share-certificate shall be issued for share or shares purchased. Any member may, after a period of one year and after obtaining the permission of the committee, transfer his share or shares to any other member or to such person whom the committee has accepted to enroll as a member.

No fee shall be charged for such transfer. The transfer shall not be complete unless the name of the transferee has been entered in the Share-Register.

15. When any person ceases to be member of the Store under sub-clause (2), (3) or (4) of bye-law 9 the amount equal to the then value of his share as fixed by the Managing Committee in accordance with the Co-operative Societies Rules, together with the dividend, if any, after deducting the amount due to the store from him shall be refunded to him within a period of six months.

16. In the event of the death of a member, the nominee of the deceased member shall be entitled to claim the amount equal to the then value of the share, as fixed by the Managing Committee in accordance with the Co-operative Societies Rules together with the dividend, if any, after deducting the amount due to the Store from the share-holder. If there is no such nominee then the said amount shall be paid to such a person who, in the opinion of the managing committee of the Store is entitled to receive the same as successor or assignee of the deceased member.

General Meeting

All the powers to run the business of the Store shall be vested in the General Meeting.

Annual General Meeting shall be held every year before the 31st October. In addition, a special General Meeting shall be called, whenever necessary, on a resolution passed by the Managing Committee or on a written request of not less than 1/5th of the total number of members setting forth the object for calling the meeting or at the instance of duly authorised officer of the Federation of which the Store is a member or by the order of the Registrar, Co-operative Societies, within a period of one month. The first General Meeting of the members after registration of the Store shall have the same powers as have been assigned to the Annual General Meeting under these byelaws.

18. The quorum for the General Meeting shall be 1/3rd of the total number of the members or 25 members, whichever is less. If the quorum is not present at a meeting at the time fixed for it or after the commencement of the business the quorum is not there, the meeting shall be cancelled, if it is held at the request of the members otherwise it shall be adjourned to such other date and time as the members present may decide or the intimation whereof has been given beforehand.

If the quorum at the adjourned meeting is not present within half an hour of the time fixed for the meeting, the business so postponed shall be brought before the members present and disposed of, provided that no other items except those included in the agenda for the previous meeting shall be discussed in the proposed meeting.

19. Notice of agenda, time, date and place of the General Meeting shall be given to the members ten days before a General Meeting.

20. At the Annual General Meeting, the following matters in addition to those prescribed under these byelaws, shall be taken up:—

(1) to elect the members of the Managing Committee except its President and to accept them;

(2) to discuss the annual statement of the Committee and the matters pertaining thereto;

(3) to approve the distribution of the profit but the General Meeting shall not increase the amount as recommended by the committee under bye-law 42 (3) and (4).

(4) to approve the budget of the Store regarding its expenditure;

(5) to decide the limits and terms and conditions subject to which the loans shall be taken and deposits shall be accepted;

(6) to watch the action taken by the committee on the audit and inspection notes of the Registrar and auditors of the Co-operative Societies and of the officer of the Federation, of which the Store is a member, and to pass orders wherever necessary;

(7) to decide the types of work to be undertaken by the Store;

(8) to appoint auditor to audit the accounts of the Store and to fix his remuneration;

(9) to discuss such other matters as may be put up by the Store or its members.

21. At every General Meeting the President or in his absence, the Vice-President or in the absence of both, any member of the committee chosen by the members present shall preside.

22. At a General Meeting, every member shall have one vote irrespective of the number of shares held by him. No member shall be allowed to cast his vote by proxy. Voting shall be by show of hands or in the

manner as determined by the President. Except those matters for which special majority is provided under the Co-operative Societies Act and the rules made thereunder or bye-laws of the society, all other matters shall be decided by a majority of votes. In case of equality of votes, the President shall give his casting vote.

23. Any member may, with the 2/3rd majority of the total number of members present at the General Meeting bring any matter which has not been included in agenda before the General Meeting but such matter shall not be with regard to the expulsion of any member or any amendment in the bye-laws.

Managing Committee

24. The Managing Committee shall consist of the President and six members elected at the General Meeting including the Vice-President and the Secretary. The Head of the College/School, if he is a member and if he is not a member, then any other member nominated by him shall be the President of the Managing Committee.

25. The meeting of the committee shall be held once in a month. In addition, the committee may meet whenever necessary. The quorum for the meeting shall be of 4 members. Matters shall be decided by the majority of votes. In-case of equality of votes the President shall give his casting vote.

26. Except the President the remaining six members, shall be elected at the Annual General Meeting and shall hold office till the next Annual General Meeting. On the expiry of the term, they may be re-elected.

27. After the election of the members of the Committee, they shall elect a Vice-President and a Secretary from amongst them.

28. If a member of the committee remains absent in 3 consecutive meetings without the permission of the Committee, the committee may expel him from its membership.

29. If a vacancy occurs on the death of a member or due to some other reason, the Managing Committee shall have power to elect a member from amongst other members for the unexpired term.

30. It shall be the duty of the Managing Committee to conduct the business of the store efficiently and to look to all such necessary matters as are not entrusted to the General Body.

No act of the Managing Committee or any of its member shall be invalid by reason merely that the election of the Managing Committee or of any of its member later found to be not inconsistent with the provisions of the Co-operative Societies Act or any rule or byelaw made thereunder. The members of the Committee should carry out the work of the Store in a business like manner with due care and caution. The members of the Committee shall be held responsible for their acts in contravention of the provisions of the Co-operative Societies Act and the rules and bye-laws

made thereunder, which are detrimental to the interests of the Store. The Office bearers of the Store shall have the following powers subject to the resolution passed by the committee from time to time:—

(1) The President shall have the power to inspect the working of the Store. He shall be *ex-officio* treasurer and all the property of the Store shall be under his control. He shall have the power to appoint the employees of the store on pay or remuneration, to punish them ,to sanction their leave or to remove them, but approval of the committee shall be required for an appointment or removal of any employee of the Store.

(2) It shall be duty of the President to file a suit, if any, on behalf of the Store and to make arrangement for pleading in any suit which may be filed against the Store. All the documents to be executed for the Store shall be in the name of the President.

(3) The Vice President shall exercise such powers as are assigned to him by the President from time to time.

(4) The following shall be the duties and the Powers of the Secretary.

(a) to maintain the prescribed registers and other bills and documents;

(b) to draw all receipts, vouchers, cheques and documents. The receipts and cheques etc., will be signed by the President or the Vice President or the Secretary, as the case may be, whom the committee has authorised for the purpose;

(c) to correspond on behalf of the Store;

(d) to attend the General Meeting and all the meetings of the Committee and to note down the proceedings in the minute book. The proceedings of the General Meeting shall be signed by the President and the Secretary whereas the proceedings of the Committee shall be signed by the members present at the meeting;

(e) to prepare every year the annual statement of the accounts of the last year before the 31st July and send it by the 5th August, to the officer prescribed under the Co-operative Societies Rules;

(f) to certify the copies of the entries in the registers;

(g) to put up before the Managing Committee the audit and inspection notes of the auditor and other officers along with the reply thereto;

(h) to supervise the work of the salesmen;

(i) to perform such other duties as may be entrusted to him by the committee.

31. The committee shall have the power to appoint employees or to incur other expenditures for the management of the Store, within the limit of the budget as passed by the General Meeting. The committee may delegate this power wholly or partly to the President or the Secretary.

32. The committee may, if it thinks fit, take proper security from the employees.

33. The committee may, in view of the provisions contained in the Co-operative Societies Act and the rules made thereunder and these bye-laws, make rules for the working of the Store and act accordingly after seeking approval at the General Meeting.

Appeal

34. Appeals against a resolution of the Managing Committee may be preferred to the General Meeting. The General Meeting shall have power to reject the appeal if it is not preferred within two months from date of intimation of the resolution of the committee.

Business

35. (1) The store shall carry on such wholesale and retail business as the Managing Committee may determine from time to time but the Store shall not carry on any new business unless the sanction of the General Meeting has been obtained.

(2) Articles to be purchased under sub-clause (1) shall be purchased on the requisition of the members or students concerned and if the committee decides 25 per cent of the value of the articles to be purchased shall have to be deposited with the requisition.

(3) Stationery and other articles of daily use may be purchased within the limit sanctioned by the Store without obtaining prior requisition therefor.

36. All sales will be made against cash payment. Nothing shall be sold on credit. It will be necessary to write on the cash memo the name of the member or buyer member. Besides members and students concerned the articles may also be sold to other persons but the bonus will be given only to the members and the students concerned.

37. After every three months *viz.* at the end of September, December, March and June, stock of the store will be taken and assessment shall be made after making deduction according to the resolution of the committee for any decrease.

Registers

38. Account books and other registers shall be maintained according to the rules and the orders of the Registrar, Co-operative Societies. In addition such other registers and documents shall be maintained as are deemed necessary by the committee.

39. Registers, account books and other papers relating thereto shall be open for inspection by any member of the store.

Seal of the store

40. There shall be a joint seal of the Store which shall remain in the custody of the Secretary. Any document to which this seal shall be affixed, shall bear the signatures of the President or the Secretary or of such other officers who have been authorised by the Committee for this purpose.

Profit

41. The net profit with the approval of the General meeting shall be distributed as follows:—

(1) At least 1/10th of the amount shall be deposited in the Reserve Fund.

(2) As prescribed in the Madhya Pradesh Co-operative Societies Rules contribution shall be made towards the Education Fnud of the Madhya Pradesh Central Co-operative Society.

(3) Out of the amount so remained, a dividend shall be distributed amongst the members on the paid up share capital which shall not exceed 6¼ per cent per annum.

(4) Members and students concerned who during that year have purchased articles from the Store costing at least Rs. shall get bonus on the same at such rate as may be approved by the General Meeting but this rate shall not exceed 1 pie per rupee. Bonus shall be given on presentation of the cash memos given in his name.

(5) At the most 20 per cent of the amount may be deposited in the Poor Boys-Fund.

(6) The remaining amount shall be deposited in the Reserve Fund.

Reserve Fund

42. In addition to the portion of profits deposited in the Reserve Fund as per by law 41 the amount of the admission fees also shall be deposited in it directly. The amount of the Reserve Fund shall. not be distributed amongst the members and no member shall be entitled to get any portion out of it. The amount may be applied in accordance with the resolution of the General meeting after obtaining the permission of the Registrar, Co-operative Societies, to make good any loss that may have been sustained by the Store.

The amount of the Reserve Fund may be invested in the Central Co-operative Bank or any other co-operative societies with the limited liability to which the Store is affiliated or it may, with the approval of the Registrar, Co-operative Societies be applied to such other work as would be according to the aims and objectives of the Store.

Disputes

43. Dispute arising under these bye-laws or under section 67 of the Madhya Pradesh Co-operative Societies Act regarding the business of the store, shall be referred to the Registrar, Co-operative Societies who shall decide them in accordance with the provision of the said Act and the rules made thereunder.

Amendments

44. No amendment shall be made in any bye-law except with the 2/3 majority of votes of the members present at the General Meeting. Notice of the meeting shall contain the proposed amendment and it shall be given at least 10 days before the meeting. Such amendment shall not come into force unless the Registrar, Cooperative Societies has, after its approval registered the same.

Service of the Notice

45. Wherever it is referred to under these bye-laws that a written notice shall be given to the member it shall be deemed to have been duly given if the notice is given to the member personally or is sent by post under certificate of posting at the members address as is entered in the register of members of the Store.

Miscellaneous

Any other matters, which are not mentioned separately in these bye-laws, shall be dealt with in accordance with the Madhya Pradesh Co-operative Societies Act and the Rules made thereunder.

ANNEXURE—II

FORM A

[*See* Sub-rule (i) of rule 4]

Application for Registration of a Society.
(to be submitted in duplicate)

1. Name of the proposed Society.
2. Address (village, post office, block tehsil and district).
3. Form of liability.
4. Area of operation.
5. Object.
6. Share capital:—
   (a) Authorised
   (b) Value of different category of shares.
7. Number of persons who have agreed to join as members.
8. Full name and address of the first signatory to the application.

9. The applicants have elected the following persons to the Provisional Committee which is to conduct the affairs of the society for a period of three months from the date of registration of the society or for such further period as the Registrar may permit in writing.

(1)
(2)
(3)
(4)
(5)
(6)
(7)

Under section 7 of Madhya Pradesh Co-operative Society Act, 1960 (No. 17 of 1961) the undersigned being persons possessing the qualifications proposed for election to membership according to bye-laws, four copies of which are enclosed, request that the Society may be registered/be declared that we belong/do not belong to at least five different families as depend in clause (i) of section 2 *ibid:*—

Serial No.	Name	Father's name	Age	Profession	Place of residence
(1)	(2)	(3)	(4)	(5)	(6)

No. of shares Perchased	Value of shares subscribed	Value of shares paid up	Signature or thumb impression	Attestation of thumb impression
(1)	(2)	(3)	(4)	(5)

ANNEXURE IV

FORMS OF IMPORTANT REGISTERS

STOCK REGISTER

Date	Item
19	Opening Stock incomings total outgoings.
2nd April 19	Opening Stock incomings total outgoings.

Every kind of articles in the shop should have a separate column, and the register should, if necessary, run over for several pages. The Managing Committee will frame its indent for fresh stock from time to time entirely from this register and ought frequently to check the balance shown in the register with the stock actually found in hand. The incomings should be pasted to correspond with the advice notes and bills of the supplying agents, and the outgoings should be extracted every evening from the Sales Resgister.

2. The Sales Register may be kept in the following sample form:

Daily Sales Register

Date (1)	Articles sold (2)	quantity (3)	Cash price paid (4)	No of creditors ledger Account (5)

A summary of columns (2) and (3) should daily be posted in the Stock Register in order that there may be no doubt about the amount of stock-in-hand. Column (4) will, of course, tally with the daily total entered in the Cash Book. Entries in column (5) need only be made when sales are on credit, since such transactions must be shown not in the Cash Book but in the Ledger. If the salesman writes his account correctly the two registers will check each other.

ANNEXURE—III

LIST OF ACCOUNT BOOKS AND REGISTERS TO BE MAINTAINED BY A SCHOOL OR COLLEGE STORE

1. Register of members or shareholders.
2. Register of shares.
3. Cash Book.
4. Minute Book.
5. Ledger of Deposits.
6. General Ledger.
7. Stock Register.
8. Daily Sales Account.
9. Members Personal Ledger.
10. Treasurer's Pass Book.
11. Register of Dividends and Rebate.

Instruction for filling them up can be obtained from the office of the Registrar, Cooperative Societies, Indore.

Balance sheet of the........................Co-operative Store, Ltd. as it stood on the 30th June 19 .

Liabilities		Rs.	p.	Assets		Rs.	p.
1. Share Capital				1 Stock (Column 7 of the Training Account)			
2. Loans				2 Building (less depreciation)			
3. Deposits from	(a) Members (b) Non- Members			3 Fixtures and furniture (less depreciation) 4 Bills receivable			
4. Interest due	(a) On loans (b) On deposits			5 Interest and dividend due in	(a) On loans (b) On deposits (c) On investments		
5. Trade bills payable				6 Value of empties and gunnies			
6. Establishment charges due							
7. Dividend due				7 Investments on account of:—	(a) Reserve fund (b) Other investments		
8. Reserve fund							
9. Rebate due							
10. Other funds	(a) (b) (c)			8 Other items	(a) (b)		
11. Other items	(a) (b) (c)			9 Cash	(a) in hand (b) in bank.		
Total:							

Profits disposable.—

(a) Profits brought forward from last year's balance sheet.

(b) Add profits for the year.

Total:

Deduct appropriation from last year's profits

Total.

INSTRUCTIONS

Liabilities.

1. Share Capital.	Take last year's balance and add to it the amount shown as 'share payments' on the receipt side of statement of receipt and disbursement and from the total deduct the amount shown as 'share withdrawn' on the disbursement side of the same statement.
2. Loans. 3. Deposits.	Take the figures separately for each head as shown in the last year's balance sheet and add to them separately the receipts during the year under the same heads and from the total deduct the figures shown against each on the disbursement side of statement of receipt and disbursement.
Side-Heads 4, 5, 6, 7 & 8:	These will be filled up from the lists or accounts showing actual balances due for payment at the close of the year.
9. Reserve fund. 10. Other funds.	To the amount shown in the last year's balance sheet and the amounts carried by appropriation during the year and deduct withdrawals, if any.

Assets.

2. Building. 3. Fixture and furniture.	To the value shown in the last year's balance sheet add the amount spent during the year on additions (not repairs) and from the total deduct the realizations on account of the sale of property, if any, and the amount of depreciation shown in the profit and loss account.
Side-heads 4, 5 & 6.	These will be filled up from the lists or accounts showing actual balances due for realization.
7. Investments: (a) Reserve fund (b) other funds.	Take separately the figures shown as assets in the last year's balance sheet and add to them the amounts invested during the year (see statement of receipt and disbursement) and from the total deduct the amounts withdrawn under the several heads.

APPENDIX—VIII

(Rule—119)

CLASSIFICATION OF SCHOLARSHIPS AND STIPENDS, RATES, DURATION, LIMIT OF MEANS SANCTIONING AUTHORITY, ETC.

Serial No.	Discription of the scholarship/stipend	No Tenable		Rate per month per candidate	Duration	Maximum limit of means	Sanctioning authority	Countersigning authority
		Merit	Merit-cum-means					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	*Higher Secondary Schools* ..	168	1332	..	3 years			
	Class XI ..	56	444	For boarders Rs. 30 For non-boarders Rs. 25	1 year	2,400	Merit-D.S.E. Stipend Head of the Institution	For Govt. Institutions Head of the Institution For non Govt. Institution. D S. E.
	Class X ..	56	444	Do	Do			
	Claass IX ..	56	444	Do	Do			
2	Middle Schools ..	252	..	Rs. 12	3 years		D. E. O.	For Middle Schools and Non-Govt. Schools Distt. Educational Officer
	(i) Each District having population of 5 lacs or less.	3						
	(ii) Each District having population more than 5 lacs but less tha: a cs	6						For Middle Shools acttach to Govt. H.S./Higher S. School Head of the Instt.
	(iii) Each District having population more than 10 lacs.	9						
3	Music ..	20		Rs. 25	1 year	3,200		For Govt. Colleges principal. For other Institutions-D.S.E
	(i) Music & Dance							

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
				Rs.				
	(ii) Tagore Music & Dance School.		5 5	25	1 year	3,200	For Govt. Colleges Principal. For other Instts. D. E. S.	
	For Music & Dance Special	3	..	100	1 year	..	Govt. Edu. Deptt. ..	Director.
4	Art (Painting, Sculpture and Architecture)	..	20	25	1 year	3,200	For Govt. Colleges Principal & for other D. S. E.	Govt. Colleges Principal & for others D.S. E.
5	Navy & Army	3	..	100	1 year	..	Govt. in Edu. Deptt.	
	Dufferin-3 Dehradun-2 Marine Engineering-1	6	..	100	1 year	..	Director	Director.
6	Games & Sports Athletes (for H. S. Schools)	14 boys 14 Girls	25	25	1 year	..	Director	For Govt. Instt. Principal. For others D. E. S.
7	N. C. C. Junior Dn.	3 Boys. 3 Girls	..	20	1 year	..	D. P. I. on the recommendation of the Commandant NCC Jr. Dn.	Do.
8	Science Talent	50	..	60	3 years	..	Govt.	Director.
9	Physical Training Cert. Course	25	..	35	1 year	..	Director	D. S. E.
10	Physical Trg. Diploma Course	25	..	45	1 year	..	Director	Do.

APPENDIX—IX

TABLE GIVING DETAILS SPECIFIED IN RULE 137 REGARDING TRAINING INSTITUTIONS

Name of Institution	Name of course	Duration	Authority to select Deptt. teachers	Authority to select non-Deptt. teachers	Examining authority
(1)	(2)	(3)	(4)	(5)	(6)
College of education	M. Ed.	1 year	Principal	Principal	University.
Do.	B. +E. d (Basic)	1 year	D. S. E.	Do.	Do.
Do.	B. Ed.	Do.	Do.	Do.	Do.
Do.	Dip. T.	2 years	Do.	Do.	Do.
Basic Training Institution ..	T. T. C.	2 years	Do.	Do.	Board
Pre—Primary	T. T. C.	1 year	Do.	Do.	Do.
Tatya Tope Physical Training College.	Certificate course	1 year	Do.	Do.	Do.
Do.	Diploma	Do.	Do.	Do.	University.

APPENDIX—X

FORMS

FORM No. 1

Application for Recognition of Schools.

(Rule 25)

To

Sir/Madam,

I have to request you to recognize this school. Necessary particulars are given below:—

1. Name of the School.
2. Date on which the school was started:
3. Stage of Education for which recognition is sought.
4. Subject in which recognition is sought.
5. Constitution of the management of the school.
   (a) No. and date of Registration Certificate of the Society.
   (b) List of members of the managing body with address and signature of each member.
6. Description of school premises:—
   (a) Plan of building and play ground (copy to be enclosed)
   (b) Dimensions of rooms and play ground.
   (c) Location and ownership of building and play ground.
7. Library and equipment (detailed list of each to be attached).
8. Staff—
   (a) List with names and qualifications :

Name, date of birth, date of appointment, post occupied, qualification, scale of pay, present pay, classes and subject taught.

   (b) Service conditions including retirement benefits.

9. Schedule of Income—
   (a) Fees from students at all level.
   (b) Income from endowments.
   (c) Subscriptions, donations and contribution from students, parents and staff.
10. Enrolment and attendance-classwise.

11. Hostel.

    (a) Whether facilities exist.

    (b) If facilities are provided, description of building, its ownership, location and sanitary conditions.

    (c) Number of inmates, arrangements for food and medical attendance.

12. Financial condition of the school :—

    (a) Reserve fund Rs. ....

    (b) Total annual income Rs. ....

    (c) Total annual expenditure Rs. ....

A copy of the constitution of the school is attached herewith.

I hereby declared that the information given above is to the best of my knowledge correct.

Signature of the applicant.

General remarks of the inspecting authority.

FORM No. 2

APPLICATION FOR ADMISSION TO A RECOGNISED INSTITUTION

(Rule 39)

To

The Principal/Headmaster/Headmistress,

.... School, ...

I request the favour of four admitting my son/daugther/ward named ....in class..................of your school from.................... session. The required particulars about him/her are given below:—

(i) Full name of the student.
(ii) Father's name and occupation.
(iii) Date of birth by English Calendar:
   (a) in figure.
   (b) in words.
(iv) Caste or Tribe if a member of Scheduled Caste or Tribe
(v) Mother-tongue.
(vi) Length of resident in M. P.
(vii) Name of last institution in which he studied.
(viii) Address of Parent/Guardian.
(ix) Name and address of Local Guardian.

2. I hereby *submit his/her last school leaving certificate/declare that he/she has hitherto attended no recognized school and also that the date of birth given above is, to the best of my belief, correct, and that it accords with that given in the *horoscope the Municipal/Hospital/Kotwar's birth record/other record.

Dated *(Signature of parent | guardian)*

Certified that the above entries were read out and explained to me and I confirm their correctness.

Signature of witness

Thum impression of Parents or guardians if illiterate.

To be returned to Parent | Guardian.

Certified that the date of birth of Shri........................... son of Shri .... as declared by Shri .... School ....and entered in the Admission Register of this). is .... (in words

2. It may be noted that ordinarily no change in this date of birth shall be made.

To

Head of Institution.

*Score out which is not required.

FORM NO. 3

ADMISSION REGISTER

Serial No.	Name of pupil	Name and address of guardian or parent	Caste	Name and address of local guardian when the parent or legal guardian lives outside the town	Occupation	Date of Birth	Admission	
							Date of admission	Class to which admitted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Discharge		(a) Vaccinated (b) Had small pox	Mother-tongue	Conduct	Signature of Head Master	Remarks
Date of discharge	Class from which left					
(10)	(11)	(12)	(13)	(14)	(15)	(16)

Note:—1. If a boy who has left the school is re-admitted in the same school, he should receive his former number which should be entered in red ink. The numbers should be marked A, B, C and so on, according to their serial order.

2. When a boy leaves the school, and his name is struck off the register, the cause of leaving should be entered in the remarks column.

FORM No. 4

TRANSFER CERTIFICATE

(Rule 46)

THIS is to Certify that .... son/daughter of ...., mother tongue.................... attended the ...., school .... tahsil, ... district, from .... to .... and now leaves on the........... day of ....19 . He has paid fees in this school as shown on the reverse.

The date of his/her birth* according to the admission register is

He/She has been vaccinated or is otherwise protected from small pox.

The last Annual Promotion Examination passed by him/her was that of class* .... medium .... in the year ....

He/She was enrolled in class* .... medium ....

His/Her conduct was ....

*He belongs to the............. caste which is a Scheduled Caste/ Tribe/Backward class in this district which is classified as a ....

Head Master.
School [illegible]

(Reverse of Transfer Certificate)

Statement of fees paid by ....
Student, Son/Daughter of.....................................
in the school before leaving the school on ....
(1) Tuition fee upto the end of ....
(2) Hostel fees upto the end of ....
(3) Other fees upto the end of ....

Head Master.

FORM NO. 5

REGISTER OF TRANSFER CERTIFICATES

[Rule 46 (2)]

Issued in .... School ....

No.	Date of transfer Certificate	Admission Register No. and date of admission to school	Name in full of pupils (with Father's name, caste and surname)	Date of birth	last attendance in School		Conduct of the Scholar	Last Examination passed showing (i) Class (ii) Year.	Date of leaving the school	Month upto (and including) which fees were paid
					Date	Class				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Whether entitle to exemption under Rule of the Education Code	Additional rate of fee if recoverable (Rule of Education Code)	Particulars of dues recoverable in school (readmission fee etc.)	Initials of Head of the Institution with date	Remarks	Signature of the parent/ guardian/pupil of the receipt of the transfer Certificate
(12)	(13)	(14)	(15)	(16)	(17)

Note (1) Information required in columns 12, 13 and 14 should, when neces ary, be given by a note, in manuscript in the transfer certificate.

(2) Duplicates of Transfer Certificates should be registered in red ink and the number of issue should be those of tne original.

FORM NO. 6

ATTENDANCE REGISTER

(Ruke 53).

Admission Register No.	Serial No.	Name	Date of admission to Class	Age on 1st July of current year	Attendance 1, 2, 3, etc.	No. of days attended in month	No. of days attended in class since last annual examination.	Tuition fees	Activities fund fees	Arrears	Date of payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

N. B. In Government schools column 11 relates only to arrears due on admission to the school.

One register may be kept for the whole school, or a separate register for each class or part of the school as may be found convenient. Time may be saved by writing the names of pupils on a slip of strong paper pasted into the register instead of writing the name afresh each month.

Attendance registers should be neatly kept, but it is not desirable to keep a rough register to be copied into another book.

FORM No. 7

FORM OF CERTIFICATES TO MEDICAL OFFICERS

(Rule 98)

Name of School or Schools..

Allowance due to Medical Officers for the month of ....
196 .

(1) (a) Hostel attendance..
Average number of boarders ....
Amount due (sliding scale) Rs. ....

(b) Hostel attendance...
Fixed allowance of Rs. 50 ....
Amount due Rs. ....

(2) Annual medical inspection ....
Number of pupils examined during the month of.......... 19
at P. 25 per pupil ....
Amount due Rs. ....

(3) Special pay to cover conveyance for monthly inspection of Government Schools at Rs. 5 per mensem per school ....
Amount due Rs. ....

Head Master/Mistress, ...

High/Middle/Primary School.

Principal,
Training Schools.

FORM No. 8

PROGRESS REPORT OF PUPILS

(Rule 104)

1. Year
2. Name
3. Name of guardian
4. Date of birth
5. Class
6. Section
7. Address of the guardian

Subjects	Progress Report of Examination			
	First Quarterly	Second Quarterly	Annual	Total

Grand Total

Result   Division

No. on Roll

Position in class

General Progress and Health Report

Description	First quarterly	Second quarterly	Annual	Remarks
Total number of working days.				
Number of days present.				
Height				
Weight				
Activity in games				
Conduct				
Home work				
Class work				
Remarks by the Class teacher				
Signature of class teacher				
Signature of the Head of institution				

CERTIFICATE

I have noted the contents of the progress report and the date of birth of my ward as entered in the school records.

Signature of the Guardian.

FORM No. 9

APPLICATION FOR SCHOLARSHIP/STIPEND

(Rule 128)

This Form should be filled in by the applicant

For High School/Higher Secondary School Course.

To,

The Divisional Superintendent of Education,
Division.

The Principal/Headmaster,

*Through ....,

1. Name and address
2. Date of birth ....
3. (a) Place of birth and Nationality. ....
   (b) Period of residence in Madhya Pradesh. ....
4. Educational institutions attended and examination passed. ....

Name of the Institution	Date of admission leaving	Name of the qualifying examination passed	Marks obtained in the last qualifying examination	Division
1	2	3	4	5

. (a) Name of the stipend applied for. ....
  (b) Name of the father or guardian. ....
. Occupation of the father or guardian. ....
Total income of the father or guardian in the preceding financial year. ....

ace :

ite :

Signature of the applicant.

he head of the institution from which the applicant passed the qualifying examination should sign the following certificates).

) "I certify that the confirmation given in this application is true. The character of the candidate is satisfactory and he has not taken any part in the subversive activities including strikes".

(2) "I hereby certify that to the best of my knowledge and on information received the total income of the applicant's father/guardian

Shri ....from all sources was not more than Rs. ....during the preceding financial year".

Head of the Institution from which the applicant passed the the qualifying examination.

£Where the applicant is addressed to the Divisional Superintendent of Education it should be sent through the Head of the Institution in which the applicant has obtained admission.

This certificate need be signed only where the application is for a stipend.

Marks list of the qualifying examinations should be attached.

FORM No. 10

(Rule No. 145)

APPLICATION FORM FOR ADMISSION TO TRAINING INSTITUTION

1. Name of the training college/ school where admission is sought.
2. Full name (in block letters)
3. Father's name/Husband's name
4. Father's occupation or husband's occupation (in the case of married women, both)
5. Date of birth
6. Married or unmarried
7. Whether permanent resident of Madhya Pradesh.
8. (a) Mother tongue

   (b) Other languages known
9. Academic Qualifications (With division, year of passing, examination and the name of Board or University).

   (1) H.S.C. Examination

   (2) Intermediate Examination

   (3) B.A., B.Sc. or B.Com. Examination.

   (4) M.A., M.Sc. or M. Com. Examination.

   (5) Any other degree or diploma

Note—In case of fresh candidates marks list of degree examination should be furnished.

10. Total length of service as a teacher (give name of the school).
11. Games in which proficient
12. Prizes won, scholarships obtained in schools or colleges, or any special recommendations during service.
13. Any special training or experience.
14. Candidate's full address

Dated

Signature of candidate.

15. Recommendations of the management of the recognize/ Non-Government schools (in only).

Dated *Signature of Manager/Headmaster.*

FORM No. 11

(Rule No. 158)

MEDICAL CERTIFICATE FOR N. D. TEACHER TRAINEES

Name
Sex
Father's or Husband's name
Height
Weight
Physical appearance and musculature.
Heart
Lungs
Liver
Spleen
Hernia
Throat
Teeth and Gum
Ears
Hearing
Eyes
Vision without glass
Any abnormality (Give details)

I certify that I have carefully examined Shri/Smt./Ku. .... and that he/she is robust and is sound health and that he/she has no disease bodily or mental infirmity unfitting him now or likely to unfit him/her in near future for profession and services as a teacher in the Education Department.

Place :
Date :

Signature
Name
Designation
Reg. No.
Address

Signature of the candidate.

FORM No. 12

AGREEMENT

(Rule No. 158)

This agreement is made this .... date of .... 19 between the Governor of Madhya Pradesh (hereinafter called the 'Governor' which expression shall, where the context so admits, include his successors in office) of the one part and Shri/Smt./K .... at present serving as .... in the .... Department .... (hereinafter called the 'Trainee' which expression shall, where context so admits, include his/her heirs, executors, administrators and representatives of the other part.

WHEREAS the Governor has selected the trainee for training in professional course in B.Ed./M.Ed./B.T.C. in the Post Graduate Basic Training College/Basic Training Institute on full pay and allowances/stipends/his own cost for a period of .... commencing from the .... and ending on the ....

AND whereas in consideration of his selection, the trainee has agreed to undergo and complete the said training at the said institution subject to the terms and conditions hereinafter appearing.

NOW, THEREFORE, this agreement witness and it is hereby agreed follows:—

1. The Governor shall provide training in B.Ed./M.Ed./B.T.C. to the trainee free of charge/at his own cost/stipends for a period of .... commencing from .... and ending of .... at the said institution and shall, during the said period including the joining time pay him/her the salary in the scale of pay of Rs. ...... in addition to compensatory allowance and any other allowance if any, for the time being in force, admissible to the trainee selected for training on full pay and scale or stipends to the stipendary trainee for the training period.

2. The trainee on full pay and allowance shall, during the period of his training, be treated as on duty. He/She be allowed travelling allowance admissible to him under the rules of his/her journeys from .... to .... at the time of joining the said institution and back on the termination of the training but he/she shall not be entitled to claim daily allowance for his/her halt at .... during the period of his/her training.

3. The trainee shall diligently pursue the prescribed course of training at the said institution, pass the prescribed examination and tests and shall abide by the rules for the time being in force regulating the conduct of trainees at the said Institution.

4. On completion of his/her training and passing the prescribed examination and tests, the trainee on full pay and allowance shall report himself/herself on duty to the .... to serve the Government of Madhya Pradesh for a period not less than three years on his/her present post or any other equivalent post, if so required by the Governor and the Stipendary trainee/trainee who received training at his/ser own cost shall also be bound to serve Government for the same period and accept the appointment temporary or otherwise in the Education Department Madhya Pradesh if required to do so within six months of the completion of training.

5. The trainee shall, during the period of his/her service faithfully and deligently perform his/her duties and observe the rules for the time being in force, made by the Governor for the conduct of the Government servants.

6. The trainee shall not seek or apply any private job for service in any department of Government, whether central or state, during the period of his/her training at the said institution and service under the State Government.

7. If for any reason whatsoever excluding death or illhealth supported by a medical certificate from a competent medical officer in the form prescribed by the Government the trainee fails to successfully complete the training within the prescribed period or leaves the said institution without the previous permission of the State Government, in writing or is discharged or dismissed from there for misconduct or for any other reason or fails to join the post after completion of his/her training or fails or refuses to serve the State Government for a period of 3 years as foresaid or resigns or is dismissed or discharged from service during the said period of three years or otherwise commits a breach of any of the conditions herein contained, he/she shall pay to the State Government a sum not exceeding the entire cost of his/her training, including pay, allowance, travelling allowances, house rent, etc., as the State Government may direct. The decision of the State Government as to the commission of a breach of any of the conditions of this agreement and also as to the amount payable by the trainee under this clause shall be final and binding on the trainee.

8. Any sum falling due from the trainee under this agreement may be recovered from him/her as an arrear of land revenue.

9. The Governor shall bear the stamp duty payable in respect of this agreement.

In withness whereof the parties here to have set their hands hereunto on the date and year written in each case.

Witnesses :

Witnesses :

1.

2.

Principal,
College of Education, Basic Training Institute, on behalf of the Governor, Madhya Pradesh.

Signature of trainee.

SECURITY BOND

Whereas the Governor has in order to secure the performance of the above agreement, demanded security from the trainee.

Note—In case of fresh candidates marks list of degree examination training as aforesaid and at the request of the trainee, I son/daughter/wife of r/o .... in the Tahsil .... District ....in surety/on behalf of the trainees, do hereby agree that in the event of the trainee failing to abide by the terms of this agreement and to pay on demand any amount falling due from him/her under this agreement, I shall pay the said amount and I hereby bind myself, my heirs, executors, administrators and representatives for such payment.

I further agree that any sum paypable by me hereunder may be recovered from me as an arrear of land revenue.

Signed by me

in the presence of.— *date of 19*

Witnesses :

1.

2.

Signature of surety.

Dated ....

FORM No 13

(Rule № 172)

APPLICATION FOR PRIVATE TUITION BY TEACHERS

1. Name of teacher
2. Educational qualifications
3. Name of institution in which serving
4. Number of tuitions for which permission is sought
5. Time which is to be devoted for each tuition
6. Name of the proposed pupil
7. Class in which the pupil is studying
8. Institution in which the pupil is studying
9. Remuneration

Date :

Signature of teacher.

I solemnly declare that I will not undertake more than two tuitions and shall not devote more than three-quarters of an hour per day for each.

I will not appear at any university, of public examination as private teacher candidate this year.

Signature of the. teacher.

The teacher is permitted to undertake private tuition which should be strictly according to rules. The teacher is liable to disciplinary action in case of breach of rules for tuition.

Date :

Signature of Head of Institution.

GCPB—1483—BSE—14-8-1967—3,000.

3ST LIST OF AMENDMENTS TO THE MADHYA PRADESH GOVERNMENT'S FUNDAMENTAL RULES, VOLUME I (FOURTH REPRINT, 1961)

(Amendments Nos. 1 to 31)

PAGE 22

...lementary rule (8) *below F. R.* 9(32)—*Insert* the following *for* the supplemen-...(8) and Notes thereunder :—

"(8) *Family* means a Government servant's wife or husband, as the case may be, *residing* with the Government servant and legitimate children and step children *residing* with and wholly dependent upon the Government servant. Except for the purposes of sections XI and XVI-A of the Supplementary Rules in Appendix V, it includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the Government servant.

NOTES.—(1) Not more than one wife is included in the term 'family' for the purposes of these rules.

(2) An adopted child shall be considered to be a legitimate child if, under the personal law of the Government servant, adoption is legally recognised as conferring on it the status of a natural child."

(F. D. Notification No. 6342-IV. R. II, dated the 13th December 1960—File No. B-1-94/60).

PAGE 28

F. R. 11—*For* the words "or from the revenues of an Indian State" occurring ...s 7 and 8, the following shall be *substituted* :—

"or from the funds of a body corporate owned or controlled by Government."

(F. D. Notification No. 412-175-IV.R.I., dated the 10th March 1960—)

PAGE 28

F. R. 11—*For* the words "a body corporate owned or controlled by the Govern-... as inserted by correction slip No. 2, the following shall be *substituted* :—

"a body corporate or not, which is wholly or substantially owned or controlled by the Government."

(F. D. Notification No. 1503-R-149-IV-R.I., dated the 18th June 1960—)

PAGE 46

Insert the following as a new rule 22-C:—

"F. R. 22-C. (1)—Notwithstanding anything contained in these Rules, the following provisions shall govern the pay of a Government servant who is appointed as a probationer in another Service or cadre, and subsequently confirmed in that Service or cadre,—

(a) During the period of probation he shall draw pay at the minimum of the time scale or at the probationary stages of the time scale of the Service or post, as the case may be ;

Provided that if the presumptive pay of the permanent post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended, should at any time be greater than the pay fixed under this clause, he shall draw the presumptive pay of the permanent post;

(b) On confirmation in the Service or post after the expiry of the period of probation, the pay of the Government servant shall be fixed in the time scale of the Service or post in accordance with the provisions of Rule 22.

(2) The provisions contained in sub-rule (1) shall apply *mutatis mutandis* to cases of Government servants appointed on probation with definite conditions against temporary posts in another Service or cadre where recruitment to permanent posts of such Service or cadre is made as probationers, except that in such cases the fixation of pay in the manner indicated in clause (b) of sub-rule (1) shall be done under Rule 31 of these Rules immediately on the expiry of the period of probation and on regular officiating appointment to a post, either permanent or temporary, in the Service or cadre."

(F. D. Notification 269-36-IV.R.I., dated the 2nd February 1961— File No. 1-9/61).

[4]

PAGE 52

F.R. 28—*Insert* the following as a proviso below this rule—

"Provided that the pay allowed to be drawn by a Government servant under this rule shall not exceed the pay which he would have drawn by the operation of rule 22 read with clause (b) or clause (c), as the case may be, of rule 26".

(F. D. Notification No. 3066-413-IV.R.I., dated the 27th December 1960— File No. A 1-8/61).

[5]

Page 46

Insert the following as a new rule 22-C:—

F. R. 22-C. (1)—Notwithstanding anything contained in these Rules, the following provisions shall govern the pay of a Government servant who is appointed as a probationer in another Service or cadre, and subsequently confirmed in that Service or cadre.—

(a) During the period of probation he shall draw pay at the minimum of the time scale or at the probationary stages of the time scale of the Service or post, as the case may be:

Provided that if the presumptive pay of the permanent post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended, should at any time be greater than the pay fixed under this clause, he shall draw the presumptive pay of the permanent post:

(b) On confirmation in the Service or post after the expiry of the period of probation, the pay of the Government servant shall be fixed in the time scale of the Service or post in accordance with the provisions of Rule 22.

(2) The provisions contained in sub-rule (1) shall apply *mutatis mutandis* to cases of Government servants appointed on probation with definite conditions against temporary posts in another Service or cadre where recruitment to permanent posts of such Service or cadre is made as probationers, except that in such cases the fixation of pay in the manner indicated in clause (b) of sub-rule (1) shall be done under Rule 31 of these Rules immediately on the expiry of the period of probation and on regular officiating appointment to a post, either permanent or temporary, in the Service or cadre."

F. D. Notification 269-36-IV.R.I., dated the 2nd February 1961—
File No. 1-9(61).

Page 52

F.R. 23 *Insert the following as a proviso below this rule*

"Provided that the pay allowed to be drawn by a Government servant under this rule shall not exceed the pay which he would have drawn by the operation of rule 22 read with clause (b) or clause (c), as the case may be, of rule 26".

F. D. Notification No. 3060-113-IV.R.I., dated the 27th December 1960
File No. A 1-8(61).

PAGE 52

F. R. 29 (2)—*For* the words "to a lower grade or post", occurring in line 2, following shall be *substituted*:—

"to a lower service, grade or post, or to a lower time scale."

(F. D. Notification No. 1927-251-IV.R.I., dated the 29th July 1960—File No. A 1-44/60).

[No. 6]

PAGE 53

Insert the following as a new rule 29-A :—

"F. R. 29-A—Where an order of penalty of withholding of increment of a Government servant or his reduction to a lower service, grade or post, or to a lower time scale, or to a lower stage in a time scale, is set aside or modified by a competent authority on appeal or review, the pay of the Government servant shall, notwithstanding anything contained in these Rules, be regulated in the following manner :—

(*a*) If the said order is set aside, he shall be given, for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn,

(*b*) If the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation.—If the pay drawn by a Government servant in respect of any period prior to the issue of the orders of the competent authority under this rule is revised, the leave salary and allowance (other than travelling allowance) if any, admissible to him during that period shall be revised on the basis of the revised pay".

(F. D. Notification No. 1927-251-IV-R-I., dated the 29th July 1960—File No: A 1-44/60)

[No. 7]

PAGE 57

F. R. 31—*Insert* the following as a Note below this rule:—

"NOTE.—Where the increment of a Government servant in the post in which he is officiating has been withheld under Rule 24 without any reference

to the increments that will accrue to him in the post held by him substantively, the provisions contained in sub-rule (2) of this Rule shall not apply before the date from which the orders withholding the increment finally cease to be operative. However, the Government servant may be allowed during the period of penalty of withholding of increment, his substantive pay from time to time if the same happens to be more than the officiating pay".

(F. D. Notification No. 2128-377-IV-R-I., dated the 22nd August 1960—File No. A-1-49/60)

[No. 8]

Page 79

F. R. 46 (*b*)—After the word "occasional" occurring in line 3, the following shall be *inserted*—

"or intermittent"

(F. D. Notification No. 4776-IV. R. II., dated the 13th August 1960—File No. B-1-93/60).

[No. 9]

Page 79

F. R. 45-*C.*—*Insert* the following as Note (3) below this rule:—

"(3) The amount of pension to be taken into account will be the amount originally sanctioned, *i. e.*, before commutation, if any, and will also include the pension equivalent of death-*cum*-retirement gratuity and other forms of retirement benefits, if any, *e. g.*, Government's contribution to a Contributory Provident Fund, Commuted Value of pension etc."

(F. D. Notification No. 809-119-IV. R. I., dated the 24th March 1960—File No. A-1-66/60)

[No. 10]

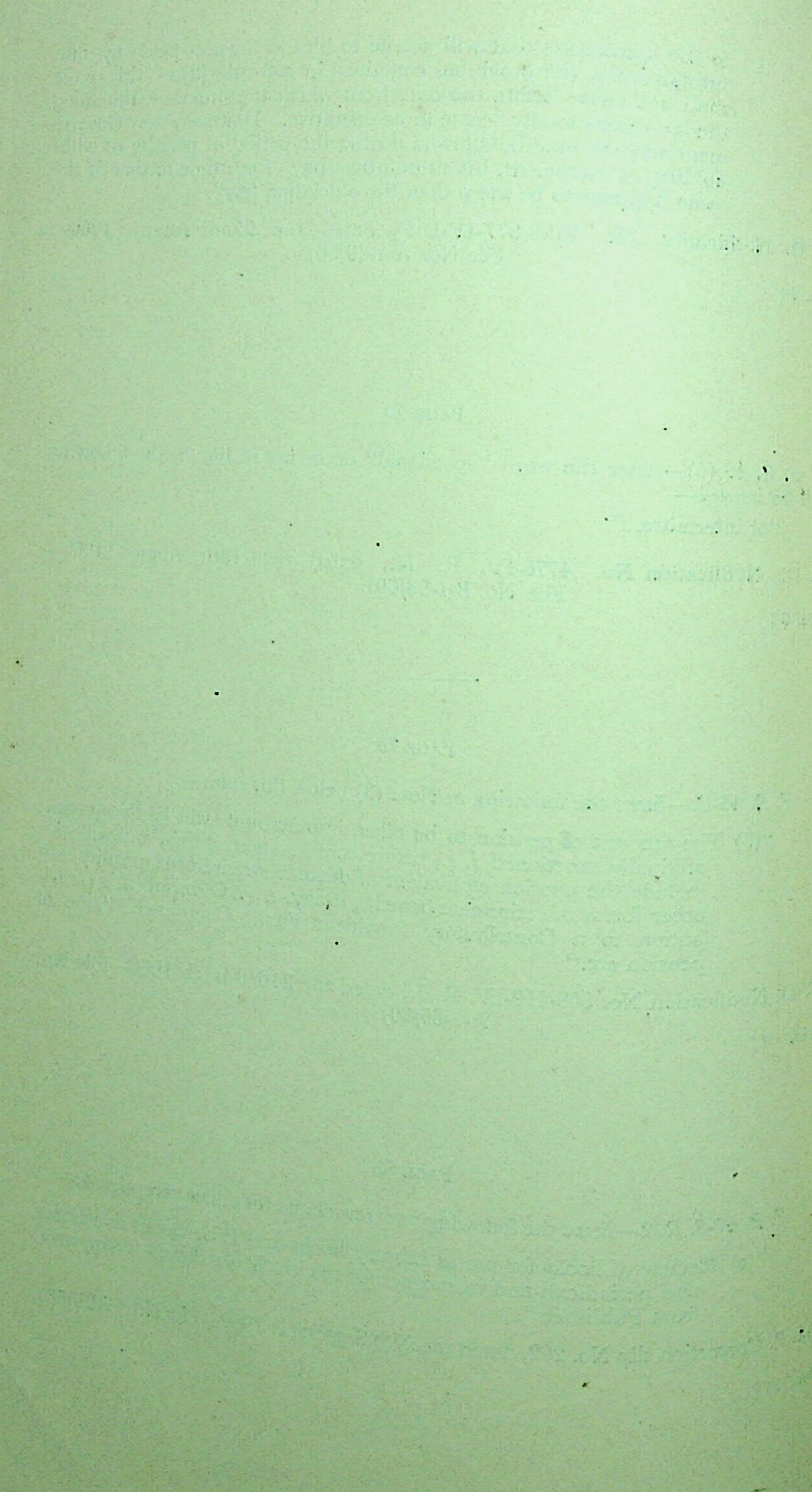
Page 83

F. R. 47-*S. R.* 2—*Insert* the following as a new clause (*v*) under exception 4:—

"(*v*) Review of books for use as Library Books and Prize Books in schools, and periodicals and magazines for use in school received for approval from Publishers".

(M. P. Correction slip No. 202, dated the 27th September 1956—File No. 13-29/56).

[No. 11]



PAGES 82-83

F. R. 47-*S. R.* 2—*Exception* 4—*Delete* the existing items (ii) to (iv) and renumber item (v) as item (ii).

Insert the following as item (iii):—

"(iii) Examination work on behalf of Government of India or any State Government or any University/Board of Education constituted under any Statute or by any State Government or Government of India".

(F. D. Notification No. 1510-GR-165-IV. R. II., dated the 5th April 1961—File No. B-1-27/61)

[No. 12.]

PAGE 84

F. R. 48—*Substitute* the following *for* the existing rule 48:—

"F. R. 48.—Any Government servant is eligible to receive and except as otherwise provided by a general or special order of the Governor to retain without special permission—

(*a*) the premium awarded for any essay or plan in public competitions;

(*b*) any reward offered for the arrest of a criminal or for information or special service in connection with the administration of justice;

(*c*) any reward payable in accordance with the provisions of any Act or Regulation or Rules framed thereunder;

(*d*) any reward sanctioned for services in connection with the administration of the excise laws; and

(*e*) any fees payable to a Government servant for duties which he is required to perform in his official capacity under any speicial or local law or by order of Government."

(F. D. Notification No. 648-3583-IV. R. II., dated the 6th February 1961—File No. B-1-26/61)

[No. 13]

PAGE 101

F. R. 54 (1)—*After* the word "removed" occurring in line 2, *insert* the following words:—

"compulsorily retired"

(F. D. Notification No. 397-31-IV. R. I., dated the 21st February 1961—File No. A-1-1/61)

[No. 14]

PAGE 101

F. R. 54 (2)—*After* the word "removed" occurring in line 6, *insert* the following words:—

"compulsorily retired"

(F. D.) Notification No. 397-31-IV. R. I., dated the 21st February 1961—File No. A-1-1/61)

[No. 15]

PAGE 102

F. R. 54—*Insert* the following proviso and the Note at the end of clause (5):—

"Provided that if the Government servant so desires, such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the Government servant.

NOTE.—The order of the competent authority regarding the treatment of the period of absence from duty passed under this proviso is absolute and no higher sanction would be necessary for the grant of extraordinary leave in excess of three moths in so far as temporary Government servants are concerned."

(F. D. Notification No. 1709-804-IV. R. I/57, dated the 6th July 1960 read with Notification No. 2836-598-IV. R. I., dated the 24th November 1960—File No. 1-42/60)

[No. 16]

PAGE 102

Rule 54—*L. G. O.* 1—*Substitute* the following for the existing LGO:—

"L. G. O. 1.—A permanent post vacated by the dismissal, removal or compulsory retirement of a Government servant should not be filled substantively until the expiry of the period of *two* years from the date of such dismissal, removal or compulsory retirement, as the case may be. Where on the expiry of the period of two years, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post belonged. If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade."

(F. D. Memo. No. 1368-18-IV-R. I., dated the 26th June 1961—File No. A-1-25/61)

[No. 17]

PAGE 103

F. R. 54—*L. G. O.* 3.—*Delete* the words "*i. e.*, as under suspension," occurring lines 6 and 7 of this *L. G. O.*

(F. D. Memo No. 680-380-IV. R. I./60, dated the 30th March 1961—
File No. 1-17/61)

18]

PAGE 105

F. R. 56 (*b*).—*Delete* sub-clause (iii).

F. D. Notification No. 2763-558-IV. R. I., dated the 12th November 1960—
File No. 1-76/60)

19]

PAGE 108

F. R. 56 (*b*)—*Note* (3)—*After* the figure "86" occurring line 1 *insert* the following words:—

"or corresponding other rules".

(F. D. Notification Fo. 850-118-IV. R. I., dated the 7th April 1961—
File No. A-1-15/61)

20]

PAGE 111

F. R. 59—*For* the figures and word "61 and 62" occurring in line 1, the following shall be *inserted*.—

"61, 62, 83 and 83-A".

F. D. Notification No. 115-653-IV. R. I., dated the 17th January 1961—
File No. 1-7/61)

21]

PAGE 115

F. R. 66—*S. R.* 2.—*Add* the following at the end of this rule:—

"A report is not also necessary in regard to admissibility of extra-ordinary leave to a permanent Gazetted Government servant unless such leave is applied for in combination with other kinds of leave."

(F. D. Memo No. 314-46-IV. R. I., dated the 27th February 1961—
File No. A-1-12/61)

[No. 22]

PAGE 166

F. R. 83 (1).—*After* the words "a Government servant "occurring in line 3, *insert* the following:—

"whether permanent or temporary".

(F. D. Notification No. 115-653-IV. R. I., dated the 17th January 1961—
File No. 1-7/61)

[No. 23]

PAGE 166

F. R. 83 (3)—*Substitute* the following *for* the existing rule:—

"(3) The period of leave granted shall be such as is certified by the Authorised Medical Attendant of the Government servant concerned to be necessary. It shall not be extended except on the certificate of that authority and shall in no case exceed 24 months."

(F. D. Notification No. 115-653-IV. R. I., dated the 17th January 1961—
File No. A-1-7/61)

[No. 24]

PAGES 167-168

F. R. 83-*A*.—*Substitute* the following for the existing rule:—

"83-A. The Government may extend the application of the provisions of Rule 83 to a Government servant, whether permanent or temporary, who is disabled by injury acc'dentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to

illness or injury beyond the ordinary risk attaching to the Civil post which he holds. The grant of this concession is subject to the further conditions:—

(i) that the disability, if due to disease, must be certified by the Authorised Medical Attendant of the Government servant concerned to be directly due to the performance of the particular duty; and

(ii) that if the Government servant has contracted such disability during service otherwise than with a military force, it must be, in the opinion of the Government, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave; and

(iii) that the period of absence recommended by the Authorised Medical Attendant may be covered in part, by leave under this rule and in part by other leave, and the amount of special disability leave granted on average pay may be less than four months."

D. Notification No. 115-653-IV. R. I., dated the 17th January 1961—
File No. 1-7/61)

25]

PAGE 181

F. R. 91.—*Substitute* the following *for* the existing sub-rule (1):—

"(1) Unless the State Government by general or special order otherwise direct, leave salary shall be drawn in rupees in India:".

. D. Notification No. 2520-504-IV. R. I., dated the 8th October 1960—
File No. A-1-23/59)

26]

PAGES 189-190

F. R. 98.—*Omit* this rule.

. D. Notification No. 2861-592-IV. R. I., dated the 26th November 1960—
File No. A-1-87/60)

27]

PAGE 196

F. R. 101(*a*)—*S. R.* 2.—*Insert* the following as a Note below this rule:—

"NOTE.—Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female

Government servant producing a medical certificate from the Authorised Medical Attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary."

(F.D. Memo. No. 2406-404-IV. R. I., dated the 1st October 1960—File No. 1-57/60)

[No. 28]

PAGE 216

F. R. 110 (*a*)—*Add* the following at the end of this rule:—

"Provided that this sub-rule shall not apply to the transfer of a Government servant to the service of a body corporate owned or controlled by the Government."

(F. D. Notification No. 412-175-IV. R. I., dated the 10th March 1960)

[No. 29]

PAGE 216

F. R. 110 (*a*).—*For* the existing proviso as inserted by correction slip No. 29, the following shall be *substituted*:—

"Provided that this sub-rule shall not apply to the transfer of a Government servant to the service of a body, incorporated or not, which is wholly or substantially owned or controlled by the Government."

(F. D. Notification No. 1503-R-149-IV. R. I., dated the 18th June 1960)

[No. 30]

PAGE 217

F. R. 110—*L. G. R.* 3—*Delete* this LGR.

(F. D. Notification No. 412-175-IV. R. I., dated the 10th March 1960)

[No. 31]

S. M. PALSULE,
Under Secy. to Govt., Madhya Pradesh,
Finance Department.

GCPB—1207—FD—13-10-61—15,000.

THIRD LIST OF AMENDMENTS TO MADHYA PRADESH FUNDAMENTAL RULES, VOLUME I (FOURTH REPRINT 1961).

AMENDMENT TO FUNDAMENTAL RULES, VOLUME I

PAGE 12

F. R. 9.—*Substitute* the following for the existing Sub-rule (6-A) namely:—

"6-A:—"Fee" means a recurring or non-recurring payment to a Government servant from source other than the consolidated fund of India or the consolidated fund of a State whether made directly or through the intermidiary of Government."

(Finance Department Notification No. 3287-IV-R-II, dated the 7th August 1962. File No. B-1-50/62).

[62]

PAGE 12

F. R. 9.—*Substitute* the following for the existing Sub-rule (9) namely:—

"(9) "Honorarium" means a recurring or non-recurring payment granted to a Government servant from the consolidated fund of India or from the consolidated fund of a State as remuneration for special work of an occasional or intermittent character."

(Finance Department Notification No. 3287-IV-R-II, dated 7-8-62, File No. B-1-50/62).

[No. 63]

PAGE 28

F. R. 10-A. S. R. 4.—*Insert* the words "Class IV" after the words "to a" in line 1 of this rule and *delete* the words "on pay below Rs. 25" occurring in line 2.

(Finance Department Endorsement No. 1109-R-167-IV-R-I, dated 19-6-63, File No. A1-15/63).

[No. 64]

PAGE 30

F. R. 14-clause (d) Note (i).—*Substitute* the following for the existing :—

"Note (i) this clause shall also apply to a post in a selection grade of a cadre".

(Finance Department Memorandum Notification No. 407-R-53-IV-R-I, dated the ...th March, 1963 and Corrigendum No. 543-R-53-IV-R-I, dated the 26th March, 1963. File No. A-1-9/63).

[...65]

PAGE 41

F. R. 22—G.I.O. 3 :—

Delete the words "the same or" occurring in line 3.

(Finance Department, File No. A-1-3-1963).

[...66]

PAGE 46

F. R. 22-D (as inserted by correction Slip No. 35) :—

Insert the following as paragraph 2 of this rule :—

"2. If, however, the Government servant has already officiated in this higher post previously, his pay shall be fixed under the provisions of rule 22-A (b) if it is more advantageous."

(Finance Department Notification No. 210-CR-3256-IV-R-I, dated the 1st February, 1964. File No. A-1-1/64).

[...67]

PAGE 48

F. R. 26 (b) as inserted by correction Slip No. 37 :—

(i) in sub-clauses (i) and (ii) of the above rule, substitute the following for the existing words 'leave other than extraordinary leave',

"Leave except extraordinary leave taken otherwise than on medical certificate".

(ii) Omit the words "on account of illness or" and "other" occurring in the proviso to above rule.

(Finance Department Notification No. 2271-277-IV-R-I, dated the 20th December, 1963. File No. A-1-2/64).

[...68]

Page 51

F. R. 26 (f) :—

1. In sub-clause (i) of the above rule *substitute* the word, brackets and letter "clause (c)" for the word, brackets and letter "clause (d)";

2. In sub-clause (ii), omit the words, brackets and letter "or clause (c)".

Finance Department Endorsement No. 487-70-*IV-R-I, dated the* 19*th March,* 1964. *File No. A*-1-13/63).

No. 69]

Page 68

Fundamental Rule 45-A-*Insert* (c) below A.G.I. before the words "Notwithstanding anything" in clause IV of this rule.

(*M. P. Finance Department Notification No.* 1930-*CR*-2381-*IV-R-I, dated the* 26*th October* 1963. *File No. A*-1/32 *of* 1963).

No. 70]

Page 69

F. R. 45-A-*Insert* the following as a new sub-clause after sub-clause (c) of clause IV, namely :—

(d) (i) Where the standard rent of a residence cannot be determined for reasons to be recorded in writing at the time of its allotment, the Government servant shall pay such rent as may be fixed by the Government on the basis of the actual expenditure on the construction or the cost of acquisition of the building, the cost of fittings therein and the known and anticipated liabilities relating thereto plus 10 per cent of the amount so arrived at or 10 per cent of his monthly emoluments, which is less.

(ii) The rent so fixed shall remain effective till the standard rent for that building is determined on completion of the building and will not be increased in any case during the interim period.

(*M. P. Finance Department Notification No.* 1930-*CR*-2381-*IV-R-I, dated the* 26*th October* 1963. *File No. A*-1-32 *of* 1963).

No. 71]

PAGES 72-73

G.I.O. 1 below F. R. 45-A:—

Delete this G.I.O. re-numbering the existing G.I.O. 2 as G.I.O. 1,

inance Department Memorandum No. 492-179-IV-R-I./57, dated the 12th March, 1959 to Government of India, Ministry of Finance. File No. A-1-5/1959).

. 72]

PAGE 77

F. R. 45-B-*Insert* the following as a new sub-clause after sub-clause (c) of use IV, namely :—

(d) (i) Where the standard rent of a residence cannot be determined for reasons to be recorded in writing at the time of its allotment, the Government servant shall pay such rent as may be fixed by the Government on the basis of the actual expenditure on the construction or the cost of acquisition of the building, the cost of fittings therein and the known and anticipated liabilities relating thereto plus 10 per cent of the amount so arrived at or 10 per cent of his monthly emoluments, which is less.

(ii) The rent so fixed shall remain effective till the standard rent for that building is determined on completion of the building and will not be increased in any case during the interim period.

U. P. Finance Department Notification No. 1930-CR-2381-IV-R-I, dated the 26th October 1963. File No. A-1-32 of 1963).

o. 73]

PAGE 79

F. R. 46.—In sub-clause (a) of this rule the following words shall be deleted :—

"or for an Indian State or for another Government".

Finance Department Notification No. 3287-IV-R-II, dated the 7th August 1962. File No. B-1-50/1962).

o. 74]

Page 77

Page 79

PAGE 82

F. R. 47—S. R. 2.—In exception 4 to this sub-rule after the word "fee" [oc]curring in line 2, the following words shall be inserted, namely :—

"or honorarium".

(Finance Department Notification No. 3287-IV-R-II, dated the 7th August 1962. File No. B-1-50/1962).

[... 75]

PAGES 94-95

F. R. 51.—*Substitute* the following for the existing rule :—

"F. R. 51 (1).—When a Government servant is, with proper sanction, temporarily deputed for duty out of India either in connection with the post held by him in India or in connection with any special duty on which he may temporarily be placed, he may be allowed by the Government to draw during the period of deputation the same pay which he would have drawn had he remained on duty in India :

Provided that a Government servant who is placed on deputation while already on leave out of India on average pay, may be required by the Government to continue to be on leave, in which case he shall be given during that period, in addition to his leave salary, an honorarium of one-sixth of the pay which he would have drawn had he remained on duty in India; the cost of passages from and to India shall be borne by him.

NOTE.—The portion of the pay which a Government servant may be permitted to draw in foreign currency while on deputation abroad will be determined in accordance with the orders issued by the Government in this regard from time to time.

(2) A Government servant on deputation may also be granted a compensatory allowance in a foreign country of such amount as Government may think fit.

(3) The foreign exchange equivalent of the pay, honorarium or compensatory allowance admissible under sub-rule (1) or sub-rule (2) shall be calculated at such rate of exchange as Government may by order prescribe".

(Finance Department Notification No. 2213-357-IV-R-I, dated the 5th November, 1962. File No. A-1-43-1962).

[... 76]

PAGE 100

F. R. 53.—*Substitute* the following for the existing rule:—

F. R. 53 (1) A Government servant under suspension shall be entitled to the following payments, namely :—

(i) in the case of a Commissioned Officer of the Indian Medical Department or a Warrant Officer in civil employ who is liable to revert to military duty, the pay and allowances to which he would have been entitled had he been suspended while in military employment;

(ii) In the case of any other Government servant—

(a) a subsistence allowance at an amount equal to the leave salary which the Government servant would have drawn if he had been on leave on half average pay or on half pay, and in addition, dearness allowance, if admissible on such leave salary :

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows—

(i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Government servant;

(ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the Government servant;

(iii) the rate of Dearness Allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.

(b) Any other compensatory allowances admissible from time to time on the basis of pay:

Provided that the Government servant shall not be entitled to the compensatory allowances unless the said authority is satisfied that the Government servant continues to meet the expenditure for which they are granted.

(2) No payment under sub-rule (1) shall be made unless the Government servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation".

(This rule has come into effect from 23-11-1963).

(*Finance Department Notification No. 2083-CR-2780-IV-R-1, dated the 23rd November 1963. File No. A-1-34/1963*).

[No. 77]

PAGE 101

Delete F. R. 53-A.

(Finance Department Notification No. 2083-CR-2780-IV-R-1, dated the 23rd November 1963. File No. A-1-34-1963).

[No. 78]

PAGE 101

F. R. 54.—*Substitute* the following for clause (1):—

"(1) When a Government servant who has been dismissed, removed, compulsorily retired or suspended is reinstated or would have been reinstated but for his retirement on superannuation while under suspension, the authority competent to order the reinstatement shall consider and make a specific order—

(a) regarding the pay and allowances to be paid to the Government servant for the period of his absence from duty or for the period of suspension ending with the date of his retirement on superannuation as the case may be; and

(b) Whether or not the said period shall be treated as a period spent on duty."

(Finance Department Notification No. 1932-305-IV-R-I, dated 5th October 1962. File No. 1-44-62).

[No. 79]

PAGE 104

F. R. 56 (aa)—*Omit* L. G. O. 2.

(Finance Department Notification No. 1932-305-IV-R-I, dated the 5th October 1962. File No. A-1-44/62).

[No. 80]

PAGE 104-109

1. *Delete* all Rules in Chapter IX regarding Compulsory Retirement.
2. *Insert* the following as a new rule 56:—

"F. R. 56.—The date of compulsory retirement of a Government servant, other than a class IV employee, is the date on which he attains the age of 58 years. Only Scientific and Technical personnel may be retained in service after the age of compulsory retirement with the sanction of the competent authority subject to their fitness and suitability for work, but they should not ordinarily be retained beyond the age of 60 years."

The date of retirement of a class IV Government servant is the date on which he attains the age of 60 years."

[This rule has come into force with effect from 1-3-1963.]

(*Notification No. 2125-CR-708-IV-R-I, dated the 29th November 1963. File No. A-1-35/63*).

[No. 81]

PAGE 112

Rule 61.—*Delete* this Rule.

(*Finance Department Notification No. 1273-CR-1680-IV-R-I, dated the 17th July 1963. File No. A-1-23/63*).

[No. 82]

PAGE 114

Rule 62 and 63.—*Delete* these Rules.

(*Finance Department Notification No. 1273-CR-1680-IV-R-I, dated the 17th July 1963. File No. A-1-23/63*).

[No. 83]

PAGE 126-127

F. R. 74, S. R. 8.—In the medical certificate prescribed in this rule, (i) *insert* the asterisk and the following words, after the words "with effect from, ...".

"*In my opinion it is/it is not necessary for the officer to appear before a Medical Board".

(ii) *Insert* the following foot-note:—

"NOTE.—This sentence should either be modified by scoring out the irrelevant words or altogether scored out according as the period of leave recommended is up to two months or exceeds that period".

Finance Department Notification No. 1872-R-239-IV-R-I, dated the 21st October 1963. File No. A-1-28/63).

No. 84]

PAGE 164

F. R. 82—S. R. 2 (g).—Under 'Veterinary Department' substitute the following for the existing clause—

"Veterinary Department.—The Staff of the Veterinary College, Jabalpur and Mhow except the following:—

(a) *Veterinary College Mhow*—

(i) Superintendent, Incharge Dairy.

(ii) Assistant Research Officer, Poultry.

(iii) Principal and all Ministerial Staff of Veterinary College.

(iv) Sub-Assistant Surgeon, Veterinary College.

(v) Assistant Professor of Animal Management and Shoeing, Regional Cattle Sterility Officer, Veterinary College.

(b) *Veterinary College, Jabalpur*—

(i) Resident Veterinary Officer.

(ii) Assistant Professor of Animal Husbandry.

(iii) Regional Cattle Sterility Officer.

(iv) Principal and all Ministerial staff.

(v) Six Veterinary Assistant Surgeons (4 for live-stock, 1 for Hospital and 1 for Pathology and Parasditology section.".

(*Agriculture Department's Memo. No. 1215-868/XVI-Vety, dated the 20th/31st March 1963, and No. 1622/511/XIV-Vety, for dated the 16th March, 1963. File No. A-1-10/63*).

[No. 85]

PAGES 191-195

Rules 100 and 100-B—*Delete* these Rules.

(*Finance Department Notification No. 1273-CR-1680-IV-R-I, dated the 17th July 1963. File No. A-1-23/63*).

[No. 86]

PAGES 206-207

F. R. 105.—*Substitute* the following for the existing rule:—

"F. R. 105.—Joining time may be granted to a Government servant to enable him—

(a) to join a new post either at the same or a new station without availing himself of any leave on relinquishing charge of his old post;

(b) to join a new post in a new station on return from—

(i) leave of not more than 6 months' duration.

(ii) leave other than that specified in sub-clause (i) when he has not had sufficient notice of his appointment to new post;

(c) (i) to proceed on transfer or on the expiry of leave from a specified station to join a post in a remote locality which is not easy of access;

(ii) to proceed on relinquishing charge of a post, or transfer or leave, in a place in a remote locality which is not easy of access to a specified station.

(*Finance Department Notification No. 2436-R-30-IV-R-I, dated the 10th December 1962. File No. A-1-13/63*).

[No. 87]

PAGE 207

F. R. 106.—For the letter and brackets "(d)" Occurring in this rule, the letter and brackets, "(c)" shall be *substituted*.

This amendment shall have effect from the 10th December 1962.

(*Finance Department Notification No. 436-41-IV-R-I, dated the 11th March 1964. File No. A-1-13/63*)

[No. 88]

PAGE 208

F. R. 106—S. R. 3.—*Delete* this rule.

(*Finance Department Notification No.* 2436 *R*-30-*IV*-*R*-*I*, *dated the* 10*th December* 1962. *File No. A*-1-13/63).

[No. 90]

PAGE 209

F. R. 106.—S. R. 7.—*Delete* the following words occurring in this rule and *insert* full stop after the word "leave" therein:—

"unless the leave is taken on medical certificate. In the latter case the period may be treated as Joining time".

(*Finance Department Notification No.* 2382-*R*-391-*IV*-*R*-*I*, *dated the* 7*th December* 1962/15*th Jan*. 1963. *File No. A*-1-11/63).

[No. 89]

PAGE 209

F. R. 106—S. R. 7.—*Substitute* the following for this rule:—

"If a Government servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On the expiry of the leave, the Government servant may be allowed normal joining time."

(*Finance Department Notification No*. 1466-*R*-191-*IV*-*R*-*I*, *dated the* 31*st August* 1963. *File No. A*-1-11/63).

[No. 91]

PAGE 209

F. R. 106—S. R. 8.—*For* the words "On average pay of not more than four months" occuring in line two and three, substitute the following:—

"of not more than 6 months".

(*Endorsement No.* 1777-246-*IV*-*R*-*I*, *dated the* 8*th October* 1963. *File No. A*-1-13/63).

[No. 92]

F. R. 106—S. R. 8-A.—*Delete* sub-paragraph of this rule.

(*Endorsement No.* 1777-246-*IV*-*R*-*I*, *dated the* 8*th October* 1963. *File No. A*1-13-63).

[No. 93]

PAGES 210-213

F. R. 107.—*Substitute* the following for the existing rule:—

"F. R. 107.—A Government servant on joining time shall be regarded as on duty and shall be entitled to be paid as follows:—

(a) Where the joining time is granted under clause (a) of Rule 105— the pay which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less;

(b) Where the joining time is granted under clause (b) of Rule 105—

(i) if it is in continuation of leave which included a period of leave on average pay—pay equal to the leave salary which he last drew during such leave on average pay at the rate prescribed for payment of leave salary in India; and

(ii) if it is in continuation of leave which did not include a period of leave on average pay—pay equal to the leave salary which the Government servant would have drawn under the leave rules applicable to him as if he had been on leave on average pay in India for the period of joining time;

(c) Where joining time is granted under clause (c) of Rule 105—the pay which he would draw in his post in the remote locality:

Provided that—

(i) a Government servant on transfer shall not be entitled to any pay for the period of joining time unless his transfer is in the interests of public service;

(ii) no joining time pay shall be granted to a Government servant who does not hold a permanent post under Government (including central and other State Governments) in a substantive capacity or a post under the Government in a quasi-permanent capacity, when he is appointed to a new post on the results of a competitive examination or interview which is open to both Government servants and others.

NOTE.—A Government servant who is not entitled to joining time pay under the above rules may, however, be granted such regular leave as may be due to cover the period of joining time availed of, if he applies for it and the competent authority is willing to sanction it.

(*Finance Department Notification No. 2436-R-390-IV-R-I-62, dated the 10th December 1962. File No. A 1-13/63*).

[No. 94]

PAGE 246

F. R. 119—S. R. 1.—*Substitute* the words "two naye paise" for the words "four pies" occuring in the seventh line of this rule.

(*File No. A 1-20/63*).

[No. 95]

GCPB—88—FD—6-3-65—15,000.

SECOND LIST OF AMENDMENTS TO MADHYA PRADESH FUNDAMENTAL RULES, VOLUME I (FOURTH REPRINT 1961).

PAGE 25

F.R. 10-*A.*—*For* the words "a week" occurring in line two of the sub-para. *substitute* the words "a month".

(*Finance Department Memorandum No.* 1662-*CR*-1420-*IV.R.I.*, *dated the* 17*th July* 1961, *File No. A*1-34/61).

[No. 32]

PAGE 27

S.R. 2 *below F. R.* 10-*A.*—*Insert* the following as a note below this supplementary Rule :—

"NOTE.—The services of a candidate declared medically unfit for services should be dispensed with from the date of receipt of the result of the first medical examination without waiting for the decision of any appeal which he may have preferred to the higher authority (Central Medical Board) for a second medical examination under S. R. 5 below."

(*General Administration Department Memorandum No.* 2037-*CR*-113-*II*, *dated the* 5*th May* 1955, *old Madhya Pradesh Fundamental Rules Correction Slip No.* 188, *dated the* 30*th April* 1956).

[No. 33]

PAGES 38-39

F.R. 20.—*Delete* the existing A. G. I. below this rule and *insert* the following as L. G. O. (2) thereunder renumbering the existing L.G.O. as L.G.O. (1):—

"L.G.O. (2).—The word 'pay' in the above rule should be deemed to include 'special pay'."

(*Finance Department Memorandum No.* 361-*R*-39-*IV.R.I.*, *dated the* 14*th February* 1962, *File No. A*1—18/62).

[No. 34]

PAGE 46

Insert the following as a new rule 22-D:—

"F. R. 22-D.—Notwithstanding anything contained in these Rules, where a Government servant holding a post in a substantive, temporary

or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn:

Provided that the provisions of this rule shall not apply where a Government servant holding a Class I post in a substantive, temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to a higher post which is also a Class I post:

Provided further that the provisions of sub-rule (2) of rule 31 shall not be applicable in any case where the initial pay is fixed under this rule:

Provided also that where a Government servant is immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage in that time scale next above such maximum in the lower post:

Provided further that the provisions of this rule shall not apply where a Government servant is promoted or appointed to a higher post in the scale of pay which is identical with the scale of pay of the lower post but is distinguished by an addition of a special pay only. In such cases the incumbents will get only the special pay in addition to their pay in the lower post."

(This rule has come into effect from the 1st April 1961).

(*Finance Department Notification Nos. 99-R-528-IV.R.I/61, dated the 11th January 1962 and 834-CR-90-IV.R.I, dated the 26th April 1962—File Nos. A1—39/61* and A1—36/62).

[No. 35]

Page 48

F. R. 26 (a).—Delete the A. G. I. 4, below this Rule.

(*Finance Department Endorsement No. 2146-R-263-IV.R.I., dated the 24th October 1962—File No. A.I.—37 of 1960*).

[No. 36]

Pages 48-49

F.R. 26.—Substitute the following *for* the existing clause (b):—

"(b) (i) Service in another post, other than a post carrying less pay referred to in clause (a) of rule 15, whether in a substantive or officiating capacity, service on deputation out of India and leave other than

extraordinary leave shall count for increments in the time scale applicable to the post on which the Government servant holds a lien, as well as in the time scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended

(ii) All leave other than extraordinary leave and the period of deputation out of India shall count for increment in the time scale applicable to a post in which a Government servant was officiating at the time he proceeded on leave or deputation out of India and would have continued to officiate but for his proceeding on leave or deputation out of India:

Provided that the State Government may, in any case in which it is satisfied that the extraordinary leave was taken on account of illness or for any other cause beyond the Government servant's control or for prosecuting higher scientific and technical studies, direct that extraordinary leave shall be counted for increments under clause (i) or (ii)".

(Finance Department Notification No. 767-R-6-IV.R.I., dated the 10th April 1962—File No. A.I—11/1962.)

[No. 37]

PAGE 49

F.R. 26 (*bb*).—*Insert* the following as sub-clause (ii) *numbering* the existing clause as sub-clause (i):—

"(ii) The period of deputation out of India on full pay, and study leave or special leave granted under the rules or orders issued under Rule 84 below, shall count for increment in the post in which the Government servant was officiating at the time of proceeding on deputation out of India, study leave or special leave subject to the condition that the Government servant would have so officiated in that post or a post on the same time scale, but for his proceeding on deputation, study leave or special leave:

Provided that the study leave or special leave shall count for increment under this sub-clause only if the Government servant had put in at least three years service under the State Government at the time of proceeding on such leave.

(This amendment takes effect from the 26th September 1960)."

(Finance Department Memorandum No. 2423-350-IV.R.I., dated the 26th September 1960—File No. A.I.—15/1962).

[No. 38]

PAGE 49

F. R. 26.—*Omit* clause (bb) of the rule.

(Finance Department Notification No. 767-R-6-IV.R.I., dated the 10th April 1962—File No. A.I—11/62).

[No. 39]

PAGE 51

F.R. 26.—*Insert* the following as sub-clause (ii) of clause (c), *re-numbering*, the existing sub-clause (ii) as sub-clause (iii), namely:—

"(ii) the post in Government service in which the Government servant was officiating immediately before his transfer to foreign service, for so long as he would have continued to officiate in that post or a post on the same time scale but for his going on foreign service, and".

(*Finance Department Notification No.* 767-*R*-6-*IV*.*R.I.*, *dated the* 10*th April* 1962—*File No. A*1—11/1962).

[No. 40]

PAGE 53

Insert the following as L. G. O., below Rule 29-A as inserted by correction slip No. 7:—

"*L. G. O.*—A permanent post vacated by reduction of a Government servant to a lower Service, grade or post or to a lower time scale should not be filled substantively until the expiry of a period of two years from the date of such reduction. Where on the expiry of the period of two years the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post belonged. If there is no such vacant post he should be accommodated against a supernumrary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.".

(*Finance Department Memorandum No.* 1031-108-*IV*-*R*-*I*, *dated the* 21*st May* 1962—*File No. A*1—13/1962).

[No. 41]

PAGE 57

F. R. 31.—*Add* the following at the end of the Note below this rule as inserted by correction slip No. 8:—

"These provisions shall also apply in respect of a Government servant whose pay in the post held by him in an officiating capacity has been withheld at a particular stage or the efficiency bar stage of the time scale of that post for failure to pass a departmental examination."

(*Finance Department Notification No.* 2245-375-*IV*.*R.I.*, *dated the* 27*th October* 1961—*File No. A* 1—49/1960).

[No. 42]

Page 57

F. R. 31.—*Insert* the following proviso at the end of sub-rule (2) of this [r]ule:—

"Provided that the provisions of rule 22-D shall not be applicable in the matter of refixation of pay under sub-rule (2) of this rule."

(*Finance Department Notification No.* 1434-203-*IV.R.I., dated the* 13*th July* [19]62—*File No. A*-1—22/1962).

[No. 43]

Page 66

F. R. 45-*A-III* (*a*).—*After* the word "leased" *insert* the words "and re[q]uisitioned".

(*Finance Department Notification No.* 929-*CR*-820-*IV.R.I., dated the* 2*nd* [M]ay 1962—*File No. A*-1—19/1962).

[No. 44]

Page 68

F. R. 45-*A-IV*.—*After* the word "leased" *insert* the words "and requisi[t]ioned".

(*Finance Department Notification No.* 929-*CR*-820-*IV.R.I., dated the* 2*nd* [M]ay 1962—*File No. A*-1—19/1962).

[No. 45]

Page 75

F. R. 45-*B-III* (*a*).—*After* the word "leased" *insert* the words "and re[q]uistioned".

(*Finance Department Notification No.* 929-*CR*-820-*IV-R-I, dated the* 2*nd* May 1962—*File No. A*-1—19/1962).

[No. 46]

Page 76

F. R. 45-*A-IV*.—*After* the word "leased" *insert* the words "and requisi[t]ioned".

(*Finance Department Notification No.* 929-*CR*-820-*IV-R-I, dated the* 2*nd* May 1962—*File No. A-I*—19/1962).

[No. 47]

PAGE 83

F. R. 47.—*S.R.* 2—*Exception* 4.—*Insert* the following as Note below item (iii) of this Exception:—

"NOTE.—The examinations conducted by the Madhya Pradesh Nurses Registration Council are covered by the above item."

(*Finance Department Notification No.* 5122-*IV-R-II, dated the* 21st *November* 1961—*File No. B*-1—56/1961).

[No. 48]

PAGE 118

F. R. 68—*S. R.* 5.—*Insert* the following as Note (3) below this rule:—
"(3) Optional holidays can be prefixed or suffixed to leave".

[*General Administration Department Memorandum No.* 2416-694-*I*(*iv*), *dated the* 10*th July* 1961—*File No. A*—1—28/1961].

[No. 49]

PAGE 126

S. R. 3 *below F. R.* 74.—*Substitute* the following for this rule:—

"S. R. 3.—An application for leave or for an extension of leave must be made to the authority competent to grant such leave or extension in the prescribed form."

(*Finance Department Notification No.* 2475-*R*-440-*IV.R.I., dated the* 15*th November* 1961—*File No. A*-1—44/1961).

[No. 50]

PAGE 128

S.R. 12, *below F.R.* 74.—*Number* the existing rule as sub-rule (1) and *add* the following as sub-rule (2), *viz*:—

"(2) Notwithstanding anything contained in sub-rule (1) the authority competent to sanction leave may dispense with the procedure laid down in S. R. 9 and 10:—

(i) when the leave recommended by the Authorised Medical Attendant is for a period not exceeding two months, or

(ii) the applicant is undergoing treatment in a hospital as an indoor patient and the leave is recommended by the Medical Officer-in-charge of the case in the hospital not below the rank of Civil

Surgeon or Staff Surgeon for the period of hospitalisation or convalescence,

Provided that such a medical Officer certifies that in his opinion it is unnecessary for the applicant to appear before a medical committee.'

(Finance Department Notification No. 2443-386-*IV-R-1., dated the* 6*th* *vember* 1961—*File No. A*-1—54/1961).

[o. 51]

PAGE 133

(i) *F. R.* 74—*S. R.* 29.—*Delete* the words and comma "With the exception noted below," occurring in first line, and *substitute* the letter "a" occurring thereafter by the capital letter "A".

(ii) *Delete* the words "The following are the.....................Reformatory Schools" occurring in the sub-paragraph of this rule.

(Finance Department Memorandum No. 2349-*R*-385-*IV-R.1., dated the* *ovember* 1961—*File No. A*-1—33/1961).

[No. 52]

PAGE 136

Insert the following as Supplementary Rule 35.—

"S. R. 35.—A Service Roll in form XVII-A-150-P.W.D. should be maintained in respect of members of the work charged establishment falling under the following classes:—

Sub-overseers, Wiremen, Mistries, Muster clerks, Time-keepers and only such Telephone Clerks as are employed continuously.

(Public Works Department Memorandum No. 644-*Z-E of* 44, *dated the* 8*th* *November* 1946).

[No. 53]

PAGES 136-137

F. R. 74.—*Delete* the heading "Inferior servants of all sorts and warders' and the S. Rs. 35, 36 and 36-A below this Rule.

(Finance Department Memorandum No. 2349-*R*-385-*IV-R.1., dated the* 1st *November* 1961).

[No. 54]

PAGE 209

S. R. 8 *below F. R.* 106.—*Add* the following at the end of the rule:—

"If, however, such a Government servant actually performs the journey to his old headquarters for winding up his personal affairs, etc., his

joining time will be calculated from the old headquarters to the new headquarters, irrespective of the place where he spends leave or receives posting orders".

(*Finance Department Memorandum No.* 1349-142-*IV-R-I, dated the 2nd July* 1962—*File No.* 1—23/1962).

[No. 55]

PAGE 212

Note below Rule 107.—*Add* the following at the end of this note:—

"He may, however, be granted regular leave as may be due to cover the period of the joining time availed of, if he applies for it and the competent authority is willing to sanction it."

(*Finance Department Notification No.* 1173-*R*-154-*IV-R.I., dated the 8th June* 1962—*File No. A*-1—24/1962).

[No. 56]

PAGE 220

Fundamental Rule 113(*a*).—*Insert* the following in clause (i) after the words "may be given":—

"Subject to the conditions prescribed under the second proviso to Fundamental Rule 30 (1)".

(b) *Substitute* the following *for* the second sentence in clause (i):—

"In giving promotion such authority shall also take into account the nature of the work performed in foreign service".

(*Finance Department Memorandum No.* 1928-*R*-213-*IV.R.I., dated the 29th September* 1962 *and Finance Department Notification No.* 1787-*R*-213-*IV.R.I. dated the 4th September* 1962—*File No. A*-1—39/1962).

[No. 57]

PAGE 221

(i) *Para.* 4 *of G.I.O.,* 1 *below F. R.* 114.—*Add* the following as a sub-paragraph to clause (a):—

"All orders conveying sanction to the transfer of Government servants to foreign service should indicate provisionally, pending confirmation by the audit officer and subject to adjustment retrospectively, the rates at which leave salary and pension contributions are recoverable, and that contribution at such rates should be paid to Government within 15 days from the end of the month in which the pay

on which these are based has been drawn by the Government Servant concerned, and that penal interest at the prescribed rates will be leviable for delays in their payment."

(*Finance Department Memorandum No.* 1932-*R*-152-*IV-R-I., dated the* 4*th* [Se]*ptember* 1961—*File No. A*-1-57/1961).

[No. 58]

PAGE 237

L. G. R. below the annexure to G. I. O. 6-*A below F. R.* 116.—*After the* [w]ords "Subordinate Provincial Service" occurring in line 4, *insert* the follow[in]g words:—

"and Class IV Government Servants".

G. I. O. 6-*B* 1 *below F. R.* 116.—*Delete* the words "excluding inferior Gov[er]nment Servants" occurring in line 8 of this G. I. O.

These amendments take effect from the 16th October 1961.

NOTE.—In the case of Government Servants who are already on foreign service these amendments shall apply:—

(a) on the expiry of their present term of foreign service, if the existing term is a specified one and is extended hereafter.

(b) on the expiry of a period of three years from the date of original foreign service, where the foreign service was for an unspecified period.

(*Madhya Pradesh, Finance Department Notification No*. 2263-342-*IV-R-I.*, [d]*ated the* 16*th October* 1961—*File No. A*-1-51/1961).

[No. 59]

PAGE 238

G. I. O. 6 *C. below F. R.* 116 *and L. G. R. thereunder.*—*Delete this G .I. O.* [a]nd L. G. R. thereunder.

(*Madhya Pradesh Finance Department Notification No.* 2263-347-*IV-R-I.*, [d]*ated the* 16*th October* 1961—*File No. A*-1—51/1961).

[No. 60]

PAGE 246

S. R. 1 *below F. R.* 119.—*Delete* the last sentence of this rule beginning [w]ith the words "Where, however".

(*Finance Department Memorandum No.* 1932-*R*-152-*IV.R.I., dated the* 4*th* [S]*eptember* 1961—*File No. A*-1—57/1961).

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PAGE 18

L.G.O. 3 (*iii*) *below F.R.* 9 (25).—*Substitute* the following *for* the existing Note below this rule:—

NOTE.—The average of the scale for this purpose should be worked out by the simple formula of—

$$\frac{\text{Minimum} + \text{Maximum of the Scale}}{2}$$

PAGE 44

F. R. 22-A.—In the Exception below proviso to this rule *insert* the word 'same' between the words "the" and "nature" occurring in line 5.

SCPB—1773—F.D.—11-7-63—15,000.

